



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 17, 2011, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone: 231-8650)

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

3:30 pm CALL TO ORDER AND ROLL CALL TO ESTABLISH QUORUM

Fran Cory, Chair

3:30 – 3:35 pm INTRODUCTIONS

- Document #74 – Presentation of Service Certificates for Library Staff

COMMENTS FROM GENERAL PUBLIC (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

3:35 – 3:45 pm CONSENT DOCKET (#75 - #76)

- Document #75 – Approval of Minutes of January 20, 2011 Meeting
- Document #76 – Acceptance of Review of Expenditures for January 2011

3:45 – 4:15 pm SPECIAL PRESENTATIONS

- *Friends Annual Booksale* – Joe McReynolds, Booksale Coordinator
- MLS 2010 Annual Report: ***Thinking Outside the Books*** – Kim Terry, Director, Marketing and Communications
- *Winter Read Fest 2011* – Anita Roesler, Outreach Services

4:15 – 4:30 pm INFORMATION REPORTS

- Document #77 – MLS 2010 Annual Report
- Document #78 - MLS January 2011 Library Visits Report
- Document #79 – MLS January 2011 Circulation Report
- Document #80 – MLS January 2011 Computer Usage Report
- Document #81 – MLS January 2011 System Reserve Report

4:30 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

4:45 – 4:50 pm COMMISSION CHAIR'S REPORT

- MLC 2011 Standing Committee Assignments

4:50 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

March 17, 2011
Midwest City Library, 8143 E. Reno , Midwest City, OK 73110

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 10 years, a ruby is added to the pin; subsequent rubies are added at 10, 15, 20 and 25-year intervals of service culminating with the addition of a diamond to the pin for 30 years of service. The Library System staff are presented with the pins at a special reception hosted by the Friends each year.

To complement that recognition of service in a formal way, the Metropolitan Library Commission of Oklahoma County presents service certificates of appreciation to Library System staff for these same increments of service. The staff to be presented with certificates will be recognized at each monthly meeting at which time the certificates are presented.

Library System staff receiving Certificates of Service in February 2011:

<u>Employees</u>	<u>Years of Service</u>
Carol S. Hunter, Associate Librarian, Edmond	10
Teri L. Redenbaugh, Library Page, Del City	10
Denesa C. Bennett, Circulation Clerk, Warr Acres	15
Darlene S. Browsers, Librarian, Downtown	15
Susan M. Monroe, Librarian, Southern Oaks	15

①

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR**
TO START OF MEETING

DATE: 01/20/2011

Please complete this form if you are interested in addressing the Library Commission

DORSCINE Spigner Little

PRINT NAME

3310 N. Forest Park Dr OKC 73121

RESIDENCE: ADDRESS/ZIP

OKLA

COUNTY OF RESIDENCE

[Signature]

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

424-6444 ds.littles@ou.edu

TELEPHONE

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Special Friends of Ralph Ellison

SELF: _____

I ask to speak on the following Agenda Item(s) ~~Executive Session~~

3:30

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

2

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY PRIOR
TO START OF MEETING

DATE: 1/20/11

Please complete this form if you are interested in addressing the Library Commission

Flossie A. Thurston
PRINT NAME

5104 Burr Oaks Road
RESIDENCE: ADDRESS/ZIP

Oklahoma
COUNTY OF RESIDENCE

Flossie A. Thurston
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

(405) 424-3402 rthurston2@cox.net
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Special Friends of Ralph Ellison Library

SELF: Citizen

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

3

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY PRIOR
TO START OF MEETING

DATE: 1-20-11

Please complete this form if you are interested in addressing the Library Commission

Deena Thomas

PRINT NAME

17304 Picasso Drive

RESIDENCE: ADDRESS/ZIP

Cleveland

COUNTY OF RESIDENCE

Deena V. Thomas

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-703-3787

TELEPHONE

dthomas4@cox.net

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Special Friends of Ralph Ellison

SELF: _____

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of Michael Owens as
manager

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

DATE: January 20, 2011 TIME: 3:30 pm

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County November 15, 2010. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Ralph Ellison Library and Downtown Library, 300 Park Avenue, Oklahoma City, on January 18, 2011, in conformity with the Oklahoma Open Meeting Act §311.

Members

PRESENT:

Bose' Akadiri
Nancy Anthony
Ralph Bullard
Fran Cory, Vice-Chair
Cynthia Friedemann
David Greenwell, Disbursing Agent
Deanna Hannah
Jose Jimenez
Willa Johnson
Carolyn Leslie
Tracy McDaniel
Tracy McGehee
Lori Nelson
Mukesh Patel
Hugh Rice
Jim Shonts
Judy Smith
Alyne Strube
Beth Toland
Penny McCaleb, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Glenda Choate
Mick Cornett, Mayor of Oklahoma City
Helene Harpman
Brenda Palmer
Kim Patterson
Vanna Shaw
Greg Womack

Estimate of general public and staff attending: 28

I. The meeting was called to order at 3:33 p.m. by Mrs. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Akadiri, Anthony, Bullard, Cory, Friedemann, Greenwell, Hannah, Jimenez, Johnson, Leslie, McDaniel, McGehee, Nelson, Patel, Rice, Shonts, Smith, Strube, Toland, McCaleb.

II. Mrs. McCaleb thanked the staff at Ralph Ellison for hosting the commission meeting.

Mrs. McCaleb introduced Mrs. Willa Johnson, newly appointed chair of the board of county commissioners and the newest member of the library commission, by virtue of office.

Mrs. McCaleb also announced the appointment of two new commission members, Ms. Vanna Shaw and Ms. Helene Harpman, they will be attending next month's commission meeting.

III. Mrs. McCaleb called for Presentation of Service Certificates for January 2011: Lynda Bahr, Project Coordinator, Outreach ~ 5 years of service; JoNita Normore, Administrative Specialist, Library Operations ~ 5 years of service; Anna Todd, Librarian, Ralph Ellison ~ 5 years of service.

IV. Mrs. McCaleb called for comments from the general public. (Three *Citizens Request to Speak* forms are attached.).

V. Mrs. McCaleb presented the Consent Docket: Document #75 – Approval of Minutes of December 9, 2010 meeting; Document #76 – Acceptance of Review of Expenditures for December 2010; Document #77 – Request for Transfer of Funds; Document #78 – Contract Awards & Purchases.

Questions and discussion followed.

Mrs. McCaleb called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

VI. Mrs. McCaleb referred to the Committee Reports.

Mr. Jose Jimenez reported that the Nominating Committee met via teleconference on Thursday, January 6, 2011 to discuss the recommendation of officers for the 2011 term of the Metropolitan Library Commission. The nominating committee is recommending the following individuals to be presented to the library commission for approval.

- ☐ Chair, Fran Cory
- ☐ Vice-Chair, Judy Smith
- ☐ Disbursing Agent, David Greenwell

The three individuals recommended have all agreed to serve for the coming year.

Mrs. McCaleb called for nominations from the Commission floor. There were none.

The motion coming from the nominating committee is to elect Mrs. Fran Cory, Chair; Mrs. Judy Smith, Vice-Chair; and Mr. David Greenwell, Disbursing Agent to serve one-year terms for the Metropolitan Library Commission. A motion coming from Committee requires no second. Motion passed unanimously.

Mrs. McCaleb turned the meeting over to Mrs. Cory. Discussion and congratulations followed.

VII. Mrs. Cory referred to Document #69 – Report and Recommendations from Administration-Lease Agreement for temporary location of Southern Oaks Library.

Mrs. Donna Morris called on Mr. Todd Olberding, Director of Construction Management, to elaborate on the details of the lease and location for the temporary site.

Questions and discussion followed.

Mrs. Nancy Anthony moved to accept the Lease Agreement for temporary location of Southern Oaks Library. Mr. Hugh Rice seconded. No further discussion. Motion passed unanimously.

VIII. Mrs. Cory called for a motion to go into Executive Session for confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, etc. pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(4).

Mrs. Judy Smith moved to go into executive session. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

The Commission went into Executive Session at 4:04 p.m.

IX. Mrs. Cory called for a motion to reconvene.

Mrs. McCaleb moved to reconvene. Mr. Shonts seconded. No further discussion. Motion passed unanimously.

The Commission reconvened in Open Meeting at 5:13 p.m.

X. Mrs. Cory referred to the Special Presentations and called on Mrs. Diane Sarantakos, Director of Development, to introduce the guest presenter. Mrs. Sarantakos introduced Mr. David Phelps, the local artist who is designing the Ralph Ellison art sculpture. Mr. Phelps unveiled a mock up of his public art display and explained the details and history of the project.

Questions and discussion followed.

XI. Mrs. Cory called on Mrs. Morris to present the Information Reports.

- ◆ Document #70 – MLS December 2010 Library Visits Report
- ◆ Document #71 – MLS December 2010 Circulation Report
- ◆ Document #72 – MLS December 2010 Computer Usage Report
- ◆ Document #73 – MLS December 2010 System Reserve Report

Questions and discussion followed.

XII. Mrs. Cory called on Mrs. Morris to present the Executive Director's Report.

Mrs. Morris announced the change of venue for the library commission meeting in February. The meeting will be at the Downtown Library.

XIII. Mrs. Cory called for comments from Commissioners.

Mrs. Cory stated she will be making the 2011 Standing Committee Assignments at the February Commission meeting. If anyone has any requests or recommendations regarding the Standing Committees, please notify Administration or Fran Cory before the next meeting.

Mrs. Judy Smith wanted to give kudos to the libraries for the wonderful "Seuss-A-Palooza" event that recently took place.

XIV. The next Commission meeting will be held at the Downtown Library on February 17, 2011.

There being no further business, the meeting was adjourned at 5:22 pm.

A handwritten signature in blue ink that reads "Donna Morris". The signature is written in a cursive style with a horizontal line underneath the name.

Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2011

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2011.

For comparison, 58.33% of the fiscal year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2011.

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FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2011

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Commission Action

That the Commission acknowledge the financial report of January 2011.

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF FINANCIAL CONDITION**

January 31, 2011

ASSETS

CASH - Overnight Investment Account		\$12,202,562.45
INVESTMENTS (Schedule attached)		26,334,759.30
PREPAID ACCOUNTS		30,000.00
TAXES RECEIVABLE: 2010-11 Ad Valorem Tax	29,227,702.00	
Less: Reserve for Delinquent Tax	(2,657,064.00)	
Budgeted Tax Revenue	<u>26,570,638.00</u>	
Less: Tax Received	<u>21,932,219.62</u>	
		4,638,418.38
Total Assets		<u><u>\$43,205,740.13</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

2009-10 Reserve for Appropriations	\$157,919.59	
2010-11 Purchase Orders Outstanding	513,335.01	
2009-10 Purchase Orders Outstanding	20,808.35	
2010-11 Checks Outstanding	466,021.50	
2009-10 Checks Outstanding	6.00	
Total Liabilities		1,158,090.45

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,638,418.38
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FUND BALANCE:

Beginning of the Year		\$30,341,031.66
Add: Revenues		
Budgeted	22,292,578.62	
Other	<u>1,764,803.47</u>	24,057,382.09
Less: Expenditures		<u>(16,989,182.45)</u>
Total Fund Balance		<u>37,409,231.30</u>
Total Liabilities, Deferred Revenue and Fund Balance		<u><u>\$43,205,740.13</u></u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of January 31, 2011

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/21/2009	7/21/2012	3.056%	\$ 95,006.20
CD - Municipal Emp. Credit Union	5/28/2010	5/28/2013	2.650%	240,000.00
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	3/18/2010	2/18/2013	2.000%	97,864.05
CD - Stillwater National Bank	5/23/2010	6/23/2012	2.000%	240,000.00
CD - National Bank of Commerce.	12/19/2009	12/19/2010	1.850%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2008	12/12/2011	3.030%	95,000.00
CD - Coppermark Bank	6/14/2010	4/14/2012	2.000%	96,787.60
CD - BancFirst	7/28/2009	7/27/2012	2.240%	240,000.00
CD - Rose Rock/Union Bank	11/9/2010	11/5/2013	2.000%	99,733.20
CD - Fidelity Bank	10/19/2009	4/19/2011	1.490%	100,000.00
CD - Quail Creek Bank	6/7/2009	6/7/2011	2.260%	240,000.00
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - Valliance Bank	3/5/2010	3/5/2011	2.000%	97,138.42
CD - Ironstone	9/23/2009	3/23/2011	2.000%	240,000.00
Fannie Mae	11/29/2010	11/29/2016	2.000%	2,000,000.00
Fed Home LN BKS 08-13	1/22/2008	1/22/2013	4.000%	1,000,000.00
FNMA 2.05	12/30/2010	12/30/2015	2.050%	2,000,000.00
FHLMC 2 1/4	12/21/2010	12/21/2015	2.250%	2,000,000.00
Fed Home LN BKS 11-13	1/25/2010	7/25/2013	2.250%	2,000,000.00
Fed Home LN BKS 12-16	7/27/2010	1/27/2016	2.000%	2,000,000.00
FNMA	9/30/2010	12/30/2015	2.000%	2,000,000.00
FNMA 11-16	9/8/2010	3/8/2016	2.000%	1,000,000.00
FNMA 2.4	12/30/2010	12/30/2015	2.400%	2,000,000.00
FNMA 2 1/8	12/30/2010	12/30/2015	2.125%	2,000,000.00
FHLB 2	12/13/2010	6/13/2016	2.000%	2,000,000.00
FNMA 2	1/21/2011	1/21/2015	2.000%	2,000,000.00
Fed Natl Mtg Assoc 12-15	1/10/2011	12/15/2015	2.199%	1,984,277.78
Total Investments				<u>\$ 26,334,759.30</u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL**

January 1, 2011 to January 31, 2011

	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>				
2010 Ad Valorem Tax	\$26,570,638.00	\$ 8,965,645.97	\$21,932,219.62	82.54%
State Aid	286,404.00	-	35,359.00	12.35%
Fines	<u>527,400.00</u>	<u>77,000.00</u>	<u>325,000.00</u>	61.62%
Total Budgeted Revenue	<u><u>\$ 27,384,442.00</u></u>	<u><u>\$ 9,042,645.97</u></u>	<u><u>\$22,292,578.62</u></u>	81.41%
<u>NOT BUDGETED:</u>				
Prior Years Taxes		\$ 276,552.41	\$ 861,164.28	
Gifts and Lost Books Fees		0.00	0.00	
Investment Income		65,623.10	397,093.89	
Flexible Benefits Account Balance		0.00	429.24	
Sale of Surplus Equipment		0.00	0.00	
Insurance Reimbursements		0.00	469,085.55	
Miscellaneous		<u>4,112.54</u>	<u>37,030.51</u>	
Total Miscellaneous Revenue		<u><u>\$ 346,288.05</u></u>	<u><u>\$ 1,764,803.47</u></u>	
Total Revenue	<u><u>\$ 27,384,442.00</u></u>	<u><u>\$ 9,388,934.02</u></u>	<u><u>\$24,057,382.09</u></u>	87.85%

**METROPOLITAN LIBRARY SYSTEM
SPECIAL FUNDS
STATEMENT OF REVENUES AND EXPENDITURES**

January 31, 2011

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 109,419.15	\$ 3,115.59	\$ 881.61	\$ 111,653.13
810 Prepaid Fees	(6,998.87)	0.00	71.38	(7,070.25)
815 Fines	37,136.61	47,547.80	37,909.41	46,775.00
820 Copy	65,677.65	8,074.72	2,618.26	71,134.11
900 Special Event Fund	(143.23)	0.00	0.00	(143.23)
Total Revolving Funds	\$ 205,091.31	\$ 58,738.11	\$ 41,480.66	\$ 222,348.76

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
856 10/LET/Ralph Ellison Statuary	25,000.00	25,000.00	8,575.00	16,425.00
857 DN/LC Donations	92,529.29	92,529.29	90,085.95	2,443.34
858 10/LET/Summer Reading	20,000.00	20,000.00	20,000.00	0.00
860 10/LET/Special Grant	14,840.00	14,840.00	0.00	14,840.00
861 10/MWC/Florence Hughes Memorial	1,491.00	1,491.00	0.00	1,491.00
862 10/OCCF/Village	500.00	500.00	0.00	500.00
863 10/OCCF/Temple B'nai Israel	3,500.00	3,500.00	3,525.40	(25.40)
867 11/OAC/Manding Jata	5,043.00	0.00	2,750.00	(2,750.00)
870 11/ODL/College Sweepstakes/DC	1,000.00	1,000.00	466.88	533.12
871 11/ODL/College Sweepstakes/CT	1,000.00	1,000.00	0.00	1,000.00
872 11/Kirkpatrick/After School	9,600.00	0.00	400.00	(400.00)
876 08/Guild/Choctaw Books	10,000.00	10,000.00	9,856.14	143.86
893 11/Guild/Western Books	1,000.00	1,000.00	684.61	315.39
894 11/Guild/Fiction and Music CD	2,000.00	2,000.00	1,347.59	652.41
896 11/LET/Winter Readfest	5,000.00	5,000.00	5,000.00	0.00
897 11/LET/Summer Reading	20,000.00	20,000.00	3,535.31	16,464.69
898 11/LET/Interactive Children's	25,000.00	25,000.00	0.00	25,000.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	0.00	3,000.00
937 09/Guild/Spanish Classes	350.00	400.00	400.00	0.00
944 09/LET/Gift Materials	33,563.00	33,563.00	0.00	33,563.00
945 09/LET/Piano performances	3,000.00	3,000.00	2,850.00	150.00
949 09/WalMart/ Del City	1,000.00	1,000.00	914.64	85.36
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
981 Downtown Club/Children's	300.00	300.00	133.09	166.91

Grants - Friends of MLS, Previous Years

875 08 Public Art	3,000.00	3,000.00	0.00	3,000.00
914 09 Children's Furniture	\$10,000.00	10,019.15	10,019.15	0.00
833 10 Summer at the Library	\$10,000.00	10,000.00	10,000.00	0.00

GRANTS:

	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
843 10 Noon Tunes	\$19,900.00	19,900.00	18,379.21	1,520.79
846 10 Public Art	\$3,000.00	3,000.00	0.00	3,000.00
847 10 Public Art for New Construction	\$25,000.00	25,000.00	6,800.55	18,199.45
849 10 MLS TV Ads	\$20,000.00	20,000.00	15,042.44	4,957.56

Grants - Friends of MLS, Current Fiscal Year

877 11 Summer at the Library	\$20,000.00	20,010.01	0.00	20,010.01
879 11 L.I.F.E.	\$7,500.00	7,500.00	3,762.67	3,737.33
880 11 Young Adult Literature Symp	\$2,500.00	2,500.00	2,500.00	0.00
881 11 Bookfest Reading Program	\$5,000.00	5,000.00	4,650.00	350.00
882 11 Noon Tunes	\$12,000.00	12,000.00	2,953.00	9,047.00
883 11 Lee Brawner Scholarships	\$18,000.00	18,000.00	7,400.00	10,600.00
884 11 Volunteer Recognition	\$2,000.00	2,000.00	0.00	2,000.00
885 11 Winter Readfest	\$7,000.00	7,000.00	7,000.00	0.00
886 11 Our World Series	\$26,000.00	26,000.00	11,238.00	14,762.00
887 11 NW Interactive-Children's	\$25,000.00	25,000.00	0.00	25,000.00
888 11 Staff Recognition	\$9,440.00	9,653.00	8,219.09	1,433.91
889 11 YA Author Visit	\$13,600.00	13,600.00	841.30	12,758.70
890 11 Globe	\$800.00	800.00	800.00	0.00
891 11 Celebration of Black History	\$1,600.00	1,600.00	0.00	1,600.00

Total Grants

\$245,647.63

Total Special Funds

\$ 467,996.39

Metropolitan Library System
Statement of Encumbrances
Month of January 2011

FY-11

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	906,847.34	6,997,882.06	55.77	12,547,280.00	5,549,397.94
102	Wages - Part-time	125,878.22	986,831.41	49.17	2,006,777.00	1,019,945.59
103	Payroll Taxes	76,391.53	586,380.27	55.72	1,052,433.00	466,052.73
109	Workers Comp Insurance	13,152.00	94,506.00	57.30	164,936.00	70,430.00
112	Group Insurance	180,759.07	1,251,089.77	53.50	2,338,434.00	1,087,344.23
113	Employees' Retirement	54,880.79	1,415,394.69	80.03	1,768,596.00	353,201.31
114	Unemployment Compensation	1,124.27	6,015.56	15.04	40,000.00	33,984.44
Total Personal Services		1,359,033.22	11,338,099.76	56.92	19,918,456.00	8,580,356.24

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	.00	166,822.50	99.87	167,039.00	216.50
202	Liability/Bonding Insurance	.00	.00	.00	13,175.00	13,175.00
205	Rent of Library Buildings	264,054.00	266,854.00	96.41	276,800.00	9,946.00
206	Rent of Equipment	270.00	540.00	6.37	8,480.00	7,940.00
207	Janitorial Services	41,375.80	267,660.20	56.27	475,660.00	207,999.80
208	Maintenance of Facilities	24,320.18	130,796.02	23.58	554,714.00	423,917.98
211	Parking & Transportation	9,559.06	76,527.28	40.94	186,910.00	110,382.72
212	Travel Expenses	5,938.77	28,789.20	33.61	85,654.00	56,864.80
213	Professional Services	23,222.75	171,045.65	41.40	413,124.00	242,078.35
214	Security Services	18,519.73	195,938.59	46.47	421,622.00	225,683.41
216	Telephone Services	9,149.27	70,297.93	25.46	276,143.00	205,845.07
217	Electrical Services	30,297.18	283,865.82	52.29	542,863.00	258,997.18
218	Gas Services	11,394.69	27,227.38	35.52	76,654.00	49,426.62
219	Water and Garbage Services	4,063.66	32,924.53	59.54	55,302.00	22,377.47
220	Trigen Energy Services	11,133.17	106,676.14	53.88	198,000.00	91,323.86
226	Memberships	1,253.00	14,849.00	64.87	22,891.00	8,042.00
230	Other Library-related Services	138,747.14	197,365.95	53.83	366,645.00	169,279.05
231	Automation Contractual	9,422.29	148,067.72	44.74	330,944.00	182,876.28
236	Network Catalog Services	1,800.00	63,289.24	85.50	74,025.00	10,735.76
Total Contractual Services		604,520.69	2,249,537.15	49.48	4,546,645.00	2,297,107.85

Metropolitan Library System
Statement of Encumbrances
Month of January 2011

FY-11

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	10,704.23	73,808.23	37.02	199,400.00	125,591.77
302	Postage	18,152.48	141,791.40	48.41	292,900.00	151,108.60
303	Supplies	27,236.01	214,906.11	45.81	469,147.00	254,240.89
310	Maintenance Supplies	109.56	40,868.44	55.23	74,000.00	33,131.56
312	Safety Supplies & Equipment	.00	984.94	9.47	10,400.00	9,415.06
321	Gasoline & Oil	3,012.07	16,969.53	39.46	43,000.00	26,030.47
322	Vehicle Parts & Repairs	152.60	23,870.99	95.48	25,000.00	1,129.01
330	Programming Activities	14,707.82	94,738.03	39.15	242,015.00	147,276.97
331	Other Commodities	2,736.41	10,533.65	29.62	35,568.00	25,034.35
Total Commodities		76,811.18	618,471.32	44.45	1,391,430.00	772,958.68

Capital Outlays

401	Books & Materials	293,600.58	2,100,911.36	44.60	4,710,800.00	2,609,888.64
404	Government Documents	.00	650.00	13.00	5,000.00	4,350.00
405	Book Repairs & Bindings	.00	.00	.00	2,200.00	2,200.00
407	Periodicals & Subscriptions	626.33	136,888.42	80.90	169,200.00	32,311.58
408	Furniture, Fixtures, & Equipme	8,916.00	102,015.52	13.02	783,569.00	681,553.48
409	Motor Vehicles	110,574.00	110,574.00	98.73	112,000.00	1,426.00
410	Automation System & Equipment	3,319.11	185,470.50	31.61	586,680.00	401,209.50
450	Capital Projects	6,356.00	146,564.42	2.32	6,328,848.00	6,182,283.58
490	Capital Reserves - Current	.00	.00	.00	-98,950.01	-98,950.01
499	Reserve Carryover - Prior	.00	.00	.00	19,270,320.31	19,270,320.31
Total Capital Outlays		423,392.02	2,783,074.22	8.73	31,869,667.30	29,086,593.08
Total Budget		2,463,757.11	16,989,182.45	29.43	57,726,198.30	40,737,015.85

Monthly Journal Entries -- January 2011

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
117	1001	Cash	\$ 126.55	
	3602	Interest Income Fidelity interest		\$ 126.55
118	1101	Investments	\$ 2,000,000.00	
	1001	Cash Purchase FNMA 2 01/21/15		\$ 2,000,000.00
119	1101	Investments	\$ 1,984,277.78	
	1001	Cash Purchase Fed Natl Mtg Assoc 12-15		\$ 1,984,277.78
120	1001	Cash	\$ 22,500.00	
	3602	Interest Income Fed Home Ln Bks 11-13		\$ 22,500.00
121	1001	Cash	\$ 20,000.00	
	3602	Interest Income Fed Home Ln Bks 12-16		\$ 20,000.00
122	1001	Cash	\$ 20,000.00	
	3602	Interest Income Fed Home Ln Bks 08-13		\$ 20,000.00
<u>Tax revenues</u>				
123	1001	Cash	\$ 5,095,514.69	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/27 to 12/31		\$ 5,095,514.69
124	1001	Cash	\$ 276,115.02	
	1201	Ad Valorem Tax - Current year		\$ 24.11
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 12/16 to 12/30		\$ 276,090.91
125	1001	Cash	\$ 3,281,421.10	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/1 to 1/07		\$ 3,281,421.10
126	1001	Cash	\$ 171.14	
	1201	Ad Valorem Tax - Current year		\$ 105.64
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 1/1 to 1/14		\$ 65.50
127	1001	Cash	\$ 463,163.71	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/10 to 1/14		\$ 463,163.71

128	1001	Cash		\$	125,416.72		
	1201	Ad Valorem Tax - Current year				\$	125,416.72
		Ad Valorem Tax apportioned by County for 1/17 to 1/21					

Miscellaneous revenue

129	1001	Cash		\$	4,112.57		
	3605	Mic. Reimbursements				\$	4,112.57
		Jan Café rent	500.00	LET-postage	52.24		
		Abibow	15.88	Friends-exp	\$ 2,492.05		
		Abitibi	16.61	Friends-exp	\$ 1,017.53		
		Time, Inc.	10.36	ASI-union sec	\$ 5.90		
		IDs	2.00	Total	4,112.57		

Fines

130	1001	Cash		\$	77,000.00		
	3403	Projected Mic. Revenue - Fines				\$	77,000.00
		Fines transferred to General Fund in Jan.					

Payable entries

131	3001	Current Year Reserv. for Appropriations.		\$	2,459,535.78		
	3011	Current Year P.O. Outstanding				\$	2,459,535.78
	3002	Prior Year Reserv. for Appropriations.				\$	1,520.02
	3012	Prior Year P.O. Outstanding		\$	1,520.02		
		Purchase orders issued in January					
132	3011	Current Year P.O. Outstanding		\$	2,379,011.58		
	3021	Current Year Warrants Outstanding				\$	2,379,011.58
	3012	Prior Year P.O. Outstanding		\$	1,865.40		
	3022	Prior Year Warrants Outstanding				\$	1,865.40
		Checks issued in January					
133	3021	Current Year Warrants Outstanding		\$	2,082,373.13		
	1001	Cash				\$	2,082,373.13
	3022	Prior Year Warrants Outstanding		\$	1,915.21		
	1001	Cash				\$	1,915.21
		Checks cleared Bank in January					

Bank interest and fees

134	1001	Cash		\$	2,996.55		
	3602	Bank Fees		\$	219.14		
	3602	Interest Income				\$	3,215.69
		Interest from GF checking acct less fees					
135	8000	Special Fund Cash				\$	36.28
	8815	Bank Fees		\$	157.93		
	8815	Interest Income				\$	121.65
		Interest from SF Checking Acct less fees					

Special funds

136	8000	Special Fund Cash	\$	57,983.95	
	8815	Special Fund Accounts			\$ 32,511.12
	8820				\$ 8,074.72
	8805				\$ 3,115.59
	8810		\$	71.38	
	8914				\$ 19.15
	8937				\$ 50.00
	8815		\$	630.28	
	8815				\$ 14,915.03
		Revenues of special fund received			
137	8000	Special Fund Cash			\$ 60,745.45
	8815	Special Fund Accounts	\$	37,121.20	
	8820		\$	2,618.26	
	8805		\$	881.61	
	8863		\$	877.68	
	8879		\$	1,417.60	
	8883		\$	3,600.00	
	8894		\$	639.28	
	8843		\$	3,108.00	
	8867		\$	2,750.00	
	8876		\$	131.93	
	8870		\$	266.88	
	8880		\$	114.00	
	8885		\$	1,956.00	
	8890		\$	155.01	
	8896		\$	368.00	
	8833		\$	634.37	
	8858		\$	170.32	
	8872		\$	400.00	
	8897		\$	3,535.31	
		Expenditures of special fund			

Corrections, adjustments, and miscellaneous

138	3605	Miscellaneous income	\$	0.03	
	3022		\$	583.88	
	3021				\$ 340.79
	1001	Cash			\$ 210.83
	3011				\$ 32.29
		to correct for December checks cleared			
		Grand Total		<u>\$ 20,419,428.99</u>	<u>\$ 20,419,428.99</u>
				\$	-

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General Fund F.Y. 10-11

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
G-02632	City of Midwest City, Inc.	Water & Garbage Services	350.70	350.70
G-02633	Federal Corporation	Maintenance of Facilities	28.16	28.16
G-02634	O G & E	Electrical Services	3,291.59	3,291.59
G-02635	Oklahoma Natural Gas Co.	Gas Services	844.73	844.73
G-02636	City of Oklahoma City	Water & Garbage Services	176.46	176.46
G-02637	Triangle/A & E	Capital Projects	17.28	17.28
G-02638	Southwestern Stationers, Inc.	Supplies	5.03	5.03
G-02639	Locke Supply Co.	Maintenance of Facilities	8.51	8.51
G-02640	Emsco Electric Supply	Maintenance of Facilities	36.64	36.64
G-02641	Gaylord Bros.	Furniture	1,553.73	
		Supplies	199.38	1,753.11
G-02642	UNUM Life Insurance	Grp L-T Disab Ins Prm-JAN	5,645.53	5,645.53
G-02643	Standard Printing Co., Inc.	Supplies	808.50	808.50
G-02644	Donna Morris	Telephone Services	150.00	150.00
G-02645	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02646	CompSource Oklahoma	Workers Comp Insurance	12,652.00	12,652.00
G-02647	American Library Assoc.	Supplies	49.00	
		Other Commodities	110.45	159.45
G-02648	United Refrigeration, Inc.	Maintenance of Facilities	74.20	
		Maintenance of Facilities	98.56	172.76
G-02649	Kapco	Supplies	249.72	249.72
G-02650	Johnstone Supply	Maintenance of Facilities	29.97	29.97
G-02651	Chelsi House	Security Services	209.25	209.25
G-02652	Denyveta Davis	Mileage	71.69	71.69
G-02653	Gale Group	Materials	2,639.77	2,639.77
G-02654	Sam Moore Architect	Capital Projects	605.50	605.50
G-02655	Western Concepts Restaurant Gr	Programming Activities	750.00	750.00
G-02656	Kimbo Educational	Materials	72.05	72.05
G-02657	Staples Credit Plan	supplies	60.41	60.41
G-02658	Janet Brooks	Mileage	20.34	20.34
G-02659	Julianna Link	Programming Activities	88.46	88.46
G-02660	INTEGRIS Corporate Assistance	Group Insurance	900.00	
		Group Insurance	892.00	1,792.00
G-02661	Swadley's Restaurant	Programming Activities	550.00	550.00
G-02662	AT&T	Telephone Services	1,545.76	1,545.76
G-02663	Blackstone Audio Books	Materials	517.50	517.50
G-02664	5th Street Garage	Parking & Transportation	32.29	32.29
G-02665	Scott's Printing & Copying	Printing	1,354.21	1,354.21
G-02666	Brilliance Corporation	Materials	1,686.21	1,686.21
G-02667	Ingram Library Service	Materials	3,080.08	3,080.08
G-02668	Walker Companies	Supplies	34.40	34.40
G-02669	Audio Editions	Materials	111.84	111.84
G-02670	OverDrive, Inc fka	Materials	13,152.27	13,152.27
G-02671	Lynda G. Bahr	Mileage	105.15	
		Telephone Services	35.00	
		Telephone Services	35.00	175.15
G-02672	Hannelore A. Chan	Programming Activities	70.00	70.00
G-02673	Pearl's Restaurant Group	Programming Activities	800.00	800.00
G-02674	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	88.50	88.50
G-02675	Matthew Cotter	Telephone Services	35.00	35.00
G-02676	Gary Brown	Security Services	372.00	372.00
G-02677	Ingram Library Service	Materials	523.08	523.08

General Fund F.Y. 10-11

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
G-02678	Town of Luther	Water & Garbage Services	52.18	52.18
G-02679	Center Point Large Print	Materials	472.71	472.71
G-02680	Landon Holman	Mileage	39.00	39.00
G-02681	Evans Hardware	Maintenance of Facilities	11.49	11.49
G-02682	Dell Marketing L.P.	Automation	29,600.70	
		Automation	34,534.15	
		Automation	76,961.82	
		Automation	27,627.32	
		Automation	3,946.76	172,670.75
G-02683	Steve's Wholesale Distributors	Maintenance of Facilities	53.07	53.07
G-02684	Jermaine McCullum	Security Services	100.00	100.00
G-02685	OPUBCO Communications Group	Other Library Related Svc	59.15	59.15
G-02686	AudioGo	Materials	1,687.25	1,687.25
G-02687	City of Harrah	Water & Garbage Services	51.20	51.20
G-02688	Amazon/GE Money Bank	Supplies	57.15	
		Programming Activities	51.98	109.13
G-02689	Crowe & Dunlevy	Professional Services	1,170.00	1,170.00
G-02690	City of Choctaw	Water & Garbage Services	253.37	253.37
G-02691	Todd Olberding	Telephone Services	43.60	43.60
G-02692	Baker & Taylor Books	Materials	1,643.14	1,643.14
G-02693	Baker & Taylor Entertainment	Materials	7,759.28	7,759.28
G-02694	Walmart Community	Maintenance of Facilities	101.02	101.02
G-02695	Construction Building	Maintenance of Facilities	1,386.00	1,386.00
G-02696	Reef Shop Warehouse	Maintenance of Facilities	66.95	66.95
G-02697	Allied Waste Services #060	Water & Garbage Services	787.34	787.34
G-02698	A Good Egg Dining Group	Programming Activities	750.00	750.00
G-02699	Johnnie's Restaurant	Programming Activities	500.00	500.00
G-02700	American Library Association	Professional Services	259.50	259.50
G-02701	Katia Vissers	Programming Activities	100.00	100.00
G-02702	Star Lighting	Maintenance of Facilities	7.58	
		Maintenance of Facilities	197.84	205.42
G-02703	John Utlej	Mileage	36.00	
		Telephone Services	35.00	71.00
G-02704	MSC Technologies	Automation Contractual	3,862.00	3,862.00
G-02705	Baker & Taylor Books	Materials	1,274.68	
		Materials	1,330.76	
		Materials	1,513.45	
		Materials	3,151.07	
		Materials	4,499.67	
		Materials	4,180.19	15,949.82
G-02706	Baker & Taylor Books	Materials	2,389.42	
		Materials	5,194.03	7,583.45
G-02707	Baker & Taylor Books	Materials	1,108.01	1,108.01
G-02708	Emily Williams	Mileage	27.55	27.55
G-02709	Gary D. Redus	Security Services	728.50	728.50
G-02710	Cheryl Coleman	Programming Activities	180.23	180.23
G-02711	Personalized Prevention	Professional Services	606.00	606.00
G-02712	Dan Holman	Mileage	20.00	
		Telephone Services	37.45	57.45
G-02713	Mackin	Materials	377.43	377.43
G-02714	Forty-Sixth Star Press	Materials	108.00	108.00
G-02715	Knoll, Inc.	Furniture	417.60	417.60

General Fund F.Y. 10-11

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
G-02716	Emily Butterfield	Programming Activities	50.00	50.00
G-02717	ASIS International	Memberships	150.00	150.00
G-02718	Shopleet	Supplies	120.28	120.28
G-02719	Kathy C. Brown	Programming Activities	87.50	87.50
G-02720	Mutual Assurance	Grp Life AD&D Ins Prm-JAN	37,280.89	37,280.89
G-02721	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JAN	131,560.57	131,560.57
G-02722	Metropolitan Library System	Professional Services	2,199.30	2,199.30
G-02723	Federal Corporation	Maintenance of Facilities	340.00	340.00
G-02724	Grainger	Maintenance of Facilities	179.90	
		Maintenance of Facilities	3.96	183.86
G-02725	O G & E	Electrical Services	1,343.28	1,343.28
G-02726	Oklahoma Natural Gas Co.	Gas Services	515.87	
		Gas Services	351.48	
		Gas Services	162.63	1,029.98
G-02727	City of Oklahoma City	Water & Garbage Services	262.56	262.56
G-02728	City of the Village	Water & Garbage	91.41	91.41
G-02729	Southwestern Stationers, Inc.	Supplies	210.50	
		Supplies	3.60	214.10
G-02730	Locke Supply Co.	Maintenance of Facilities	2.45	
		Maintenance of Facilities	17.41	
		Maintenance of Facilities	161.58	181.44
G-02731	Tech-Lock	Maintenance of Facilities	8.50	8.50
G-02732	Demco	Supplies	1,262.00	
		Programming Activities	100.10	
		Supplies	16.15	1,378.25
G-02733	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-02734	Gale Research	Materials	9,080.10	9,080.10
G-02735	Highsmith Co., Inc.	Supplies	180.00	180.00
G-02736	Journal Record Publishing Co.	Materials	660.00	660.00
G-02737	Calvert's Plant Interior, Inc.	Furniture Fixtures & Eq.	108.00	108.00
G-02738	City of Edmond	Electrical Services	3,520.54	3,520.54
G-02739	Baker & Taylor Books	Materials	7,111.46	7,111.46
G-02740	Central Oklahoma Winnelson	Maintenance of Facilities	20.75	20.75
G-02741	Charles S. Isaacs	Mileage	7.25	
		Telephone Services	35.00	42.25
G-02742	ALA Membership CSC	Memberships	278.00	278.00
G-02743	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02744	United Refrigeration, Inc.	Maintenance of Facilities	8.89	8.89
G-02745	Recorded Books, LLC	Materials	174.60	174.60
G-02746	Kasandra Dewbre	Mileage	2.47	2.47
G-02747	Greater Oklahoma City	Memberships	300.00	300.00
G-02748	Gale Group	Materials	4,156.93	4,156.93
G-02749	Oxford University Press	Materials	621.35	621.35
G-02750	Reliance Label Solutions, Inc	Supplies	1,319.23	1,319.23
G-02751	Anne G. Fischer	Telephone Services	50.00	50.00
G-02752	Copelin's Office Center	Supplies	89.25	89.25
G-02753	AVID Products	Automation	1,993.23	1,993.23
G-02754	Great American Glass & Tinting	Maintenance of Facilities	16.50	16.50
G-02755	Random House, Inc	Materials	1,128.80	1,128.80
G-02756	A T & T Mobility	Telephone Services	84.32	84.32
G-02757	Scott's Printing & Copying	Printing	246.63	
		Printing	1,649.29	1,895.92

General Fund F.Y. 10-11

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
G-02758	Brilliance Corporation	Materials	3,135.59	3,135.59
G-02759	Hobby Lobby	Supplies	38.69	38.69
G-02760	Filtration Services Group, LLC	Maintenance of Facilities	29.88	
		Maintenance of Facilities	44.76	
		Maintenance of Facilities	214.78	289.42
G-02761	Information Today, Inc.	Materials	2,362.55	2,362.55
G-02762	Candace McDaniel	Programming Activities	235.35	235.35
G-02763	Tanaz Derakshan	Mileage	15.70	15.70
G-02764	High-Tech-Tronics, Inc.	Maintenance of Facilities	212.50	
		Maintenance of Facilities	4,800.00	5,012.50
G-02765	Walker Companies	Supplies	54.98	54.98
G-02766	Audio Editions	Materials	215.94	215.94
G-02767	Larry G. Johnson	Parking	108.38	108.38
G-02768	OverDrive, Inc fka	Materials	4,532.71	4,532.71
G-02769	Lynda G. Bahr	Mileage	54.10	54.10
G-02770	Victoria Dixon	Parking	108.38	108.38
G-02771	Linda Temple	Mileage	94.10	94.10
G-02772	Fuelman	Gasoline	3,012.07	
		Vehicle Parts & Repairs	152.60	3,164.67
G-02773	Marcin Parys	Programming Activities	100.00	100.00
G-02774	Voss Lighting	Maintenance Supplies	348.40	348.40
G-02775	Jonathan W. LaPuzza	Security Services	150.00	150.00
G-02776	Cherokee Building Materials	Maintenance of Facilities	290.88	290.88
G-02777	Kay L. Bauman	Parking	108.38	108.38
G-02778	Anita Roesler	Mileage	52.90	52.90
G-02779	Jimmy Welch	Mileage	48.25	48.25
G-02780	Evans Hardware	Maintenance of Facilities	5.66	
		Maintenance of Facilities	10.60	16.26
G-02781	Jeffrey J. Crawford	Security Services	325.00	325.00
G-02782	Jurden Brown, Jr.	Security Services	487.50	487.50
G-02783	Movie Licensing USA	Programming Activities	1,465.00	1,465.00
G-02784	John Paull	Security Services	250.00	250.00
G-02785	Jerry's Contracting	Capital Projects	6,100.00	6,100.00
G-02786	Ruby Soutiere	Mileage	3.16	3.16
G-02787	ExaminerEnterprise	Subscriptions	192.00	192.00
G-02788	City of Edmond	Water & Garbage Services	242.46	242.46
G-02789	Kevin Colwell	Mileage	9.00	9.00
G-02790	Lisa M. Wood	Programming Activities	88.91	88.91
G-02791	Abolghasem Siavashi	Mileage	4.50	4.50
G-02792	World Book School & Library	Materials	15,020.00	15,020.00
G-02793	CPI Office Products	Supplies	223.95	223.95
G-02794	Alice Murphy	Supplies	21.00	21.00
G-02795	Baker & Taylor Books	Materials	287.55	287.55
G-02796	Cheryl Pernell	Parking	108.38	108.38
G-02797	Baker & Taylor Entertainment	Materials	2,976.74	
		Materials	71.12	3,047.86
G-02798	Walmart Community	Supplies	29.61	
		Programming Activities	40.10	69.71
G-02799	Garcia Tire Service, Inc.	Maintenance of Facilities	12.00	12.00
G-02800	Pamela Buchanan	Telephone Services	35.00	35.00
G-02801	Thomas P. Gallagher	Transportation	25.00	25.00
G-02802	O'Reilly Automotive, Inc.	Maintenance of Facilities	4.58	
	** Continued **			

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	** Continued **			
G-02802	O'Reilly Automotive, Inc.	Maintenance of Facilities	79.86	84.44
G-02803	Marquis Who's Who	Materials	336.00	336.00
G-02804	Star Lighting	Maintenance of Facilities	33.00	
		Maintenance of Facilities	40.00	
		Maintenance of Facilities	234.20	
		Maintenance of Facilities	27.42	334.62
G-02805	Cintas Corp.	Maintenance of Facilities	524.36	
		Maintenance of Facilities	372.87	897.23
G-02806	Accuity	Materials	1,299.00	1,299.00
G-02807	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-02808	Kelley Hoffman	Mileage	4.72	4.72
G-02809	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-02810	Baker & Taylor Books	Materials	1,871.60	
		Materials	1,465.18	
		Materials	1,499.89	
		Materials	4,259.32	
		Materials	4,254.26	
		Materials	9,800.52	23,150.77
G-02811	Baker & Taylor Books	Materials	3,884.62	
		Materials	2,007.34	5,891.96
G-02812	Overhead Door Company of	Maintenance of Facilities	415.00	415.00
G-02813	Kathryn Trattner	Mileage	2.25	2.25
G-02814	Lisa Bradley	Parking	108.38	108.38
G-02815	Stacy Schrank	Parking	108.38	108.38
G-02816	Personalized Prevention	Professional Services	606.00	606.00
G-02817	H I S Paints	Maintenance of Facilities	23.15	23.15
G-02818	Mackin	Materials	114.70	114.70
G-02819	Wendy J. Gabrielson	Programming Activities	65.01	65.01
G-02820	Forty-Sixth Star Press	Materials	12.76	12.76
G-02821	En Pointe Technologies	Automation Contractual	9,093.50	
		Automation Contractual	1,532.50	10,626.00
G-02822	Darin R. Smith	Transportation	50.00	50.00
G-02823	Spiritful Voices Community	Programming Activities	100.00	100.00
G-02824	Harry E. Coates Company, Inc.	Capital Project	9,034.55	9,034.55
G-02825	Jason K. Saxon	Security Services	162.50	162.50
G-02826	Kaeli Dunn	Mileage	15.00	15.00
G-02827	American Express	Travel Expenses	50.00	
		Supplies	35.55	
		Professional Services	260.00	
		Supplies	52.47	
		Automation Contractual	69.95	
		Professional Services	20.00	487.97
G-02828	Kaeser & Blair, Inc.	Programming Activities	202.59	202.59
G-02829	Bank of Oklahoma	Payroll Transmittal-Chks	38,010.36	
		Payroll Transmittal-Chks	16,635.89	
		Payroll Transmittal-Chks	165.00	54,811.25
G-02830	Bank of Oklahoma	Federal Withholding Tax	48,092.60	
		Federal Withholding Tax	3,944.00	52,036.60
G-02831	Oklahoma Tax Commission	State Withholding Tax	14,776.00	
		State Withholding Tax	802.00	15,578.00
G-02832	Mun. Employees Credit Union	Employee Cr Union Deducts	11,305.13	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02832	Mun. Employees Credit Union	Employee Cr Union Deducts	87.50	11,392.63
G-02833	United Way of Central Oklahoma	Employee Deductions	520.17	
		Employee Deductions	65.00	585.17
G-02834	Clerk, U.S. District	Employee Deductions	112.99	
		Employee Deductions	112.99	225.98
G-02835	Morgan & Associates, P.C.	Employee Deductions	149.32	149.32
G-02836	United States Treasury	Employee Deductions	50.50	50.50
G-02837	Bank of America	Payroll Transmittal-DDep	258,083.34	
		Payroll Transmittal-DDep	36,440.41	
		Payroll Transmittal-DDep	1,100.00	295,623.75
G-02838	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-02839	Nationwide Retirement Solution	Employee Deductions	7,842.58	7,842.58
G-02840	Transamerica Worksite Mrktg.	Employee Deductions	418.87	418.87
G-02841	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,885.48	4,885.48
G-02842	Bank of Oklahoma	Employee Flexplan Deposit	28,255.75	28,255.75
G-02843	Bank of Oklahoma	Employee Soc/Sec Deposits	17,999.46	
		Employee Soc/Sec Deposits	2,589.72	
		Employee Medicare Deposit	6,214.20	
		Employee Medicare Deposit	894.09	
		Employer Soc/Sec Deposits	30,393.35	
		Employer Medicare Deposit	7,107.99	65,198.81
G-02844	MassMutual Financial Group	Employee Contrib -- DC PI	15,140.62	
		Employer Contrib -- DC PI	27,548.46	42,689.08
G-02845	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30
G-02846	Randall S. Fudge	Employee Deductions	108.95	108.95
G-02847	Administrative Services	Employee Deductions	1,313.20	1,313.20
G-02848	UNUM Life Insurance	Employee Deductions	1,377.00	
		Employee Deductions	34.00	1,411.00
G-02849	Vision Service Plan of	Grp Vision Ins Prem-JAN	2,487.38	2,487.38
G-02850	UNUM Life Insurance	Grp LTC Insurance Prm-JAN	1,614.20	1,614.20
G-02851	O G & E	Electrical Services	7,258.21	7,258.21
G-02852	City of Bethany	Water & Garbage Services	122.60	122.60
G-02853	City of Oklahoma City	Water & Garbage Services	128.46	
		Water & Garbage Services	658.14	
		Water & Garbage Services	320.35	
		Water & Garbage Services	46.88	1,153.83
G-02854	Triangle/A & E	Capital Projects	6.00	6.00
G-02855	Southwestern Stationers, Inc.	Other Lib Related Svcs	47.52	
		Supplies	91.52	
		Printing	4,850.00	4,989.04
G-02856	Tech-Lock	Maintenance of Facilities	85.00	85.00
G-02857	Emsco Electric Supply	Maintenance of Facilities	37.65	37.65
G-02858	Demco	Online Station	2,817.80	2,817.80
G-02859	EBSCO Subscription Services	Subscriptions	86.33	86.33
G-02860	Gale Research	Materials	2,861.40	2,861.40
G-02861	Hewlett-Packard Co.	Automation Contractual	7,128.70	7,128.70
G-02862	AT&T	Telephone Services	768.58	
		Telephone Services	731.54	
		Telephone Services	430.30	1,930.42
G-02863	Weston Woods Accts Receivable	Materials	152.75	152.75
G-02864	Baker & Taylor Books	Materials	4,456.37	4,456.37

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Number	Vendor/Payee	Purpose		Amount
G-02865	Donna Morris	Travel Expenses	1,356.89	1,356.89
G-02866	West Group Payment Center	Materials	1,874.00	1,874.00
G-02867	Keystone Tape & Label, Inc.	Printing	1,065.43	1,065.43
G-02868	Oklahoma Employment	Unemployment Compensation	1,124.27	1,124.27
G-02869	Arphax Publishing Co	Materials	1,495.24	1,495.24
G-02870	Gale Group	Materials	2,538.41	2,538.41
G-02871	ERG International	Furniture	6,549.00	6,549.00
G-02872	Oklahoma City Comm. College	Library-Related Services	100.00	100.00
G-02873	Library Video Co.	Materials	1,647.25	1,647.25
G-02874	Great American Glass & Tinting	Maintenance of Facilities	100.00	100.00
G-02875	Jonathan Willis	Telephone Services	35.00	35.00
G-02876	Diane Sarantakos	Travel Expenses	280.20	
		Mileage	124.50	404.70
G-02877	Dominion Enterprises/The	Library-Related Services	398.00	398.00
G-02878	Blackstone Audio Books	Materials	190.00	190.00
G-02879	Random House, Inc	Materials	155.81	155.81
G-02880	Gateway Films/Vision Video	Materials	477.59	477.59
G-02881	Filtration Services Group, LLC	Maintenance of Facilities	136.08	
		Maintenance of Facilities	100.70	236.78
G-02882	Ingram Library Service	Materials	2,387.14	2,387.14
G-02883	Phyllis Davidson	Mileage	26.74	26.74
G-02884	XPEDX	Supplies	364.32	364.32
G-02885	Audio Editions	Materials	399.87	399.87
G-02886	Neopost, Inc.	Maintenance of Facilities	260.00	
		Maintenance of Facilities	260.00	520.00
G-02887	AV Cafe Inc	Materials	1,711.49	1,711.49
G-02888	Stone Computer & Copier	Other Library Services	435.04	
		Other Library Related Svc	10.99	446.03
G-02889	Ingram Library Service	Materials	750.01	750.01
G-02890	Voss Lighting	Maintenance of Facilities	626.20	626.20
G-02891	Center Point Large Print	Materials	591.39	591.39
G-02892	Dana Beach	Parking	108.38	108.38
G-02893	Kay L. Bauman	Travel Expenses	570.81	
		Travel Expenses	288.21	859.02
G-02894	Anita Roesler	Supplies	27.01	
		Supplies	67.41	94.42
G-02895	Jimmy Welch	Telephone Services	50.00	50.00
G-02896	MidFirst Bank	Rent of Library Buildings	263,654.00	263,654.00
G-02897	Bank of America	Library-Related Services	211.32	211.32
G-02898	AudioGo	Materials	129.33	129.33
G-02899	Joy E. Cavett	Programming Activities	250.00	250.00
G-02900	Capitol Chamber of Commerce	Memberships	100.00	100.00
G-02901	Oklahoma Press Service	Library-Related Services	115.34	115.34
G-02902	John Wood	Telephone Services	50.00	50.00
G-02903	Office Depot Credit Plan	Supplies	53.88	
		Supplies	89.42	143.30
G-02904	Baker & Taylor Books	Materials	749.46	749.46
G-02905	Cox Communications, Inc.	Telephone Services	1,991.95	
		Telephone Services	1,380.00	3,371.95
G-02906	Baker & Taylor Entertainment	Materials	2,790.87	
		Materials	2,341.70	5,132.57
G-02907	Walmart Community	Programming Activities	247.20	

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02907	Walmart Community	Other Commodities	48.96	296.16
G-02908	Chase Card Services	Programming Activities	339.83	
		Postage	221.00	
		Other Library Services	299.95	
		Travel	896.12	
		Automation Contractual	82.91	
		Supplies	38.00	1,877.81
G-02909	Kimberly A Terry	Travel Expenses	357.98	
		Tavel Expenses	324.25	682.23
G-02910	Preston Bell	Transportation	50.00	50.00
G-02911	Imagination Promotional Group	Other Commodities	2,117.57	2,117.57
G-02912	Papa John's Pizza	Other Commodities	108.86	108.86
G-02913	Donna Morris	Parking & Transportation	450.00	450.00
G-02914	Quartz Mountian Resort	Other Commodities	70.50	70.50
G-02915	Cox Communications, Inc.	Telephone Service	1,102.16	1,102.16
G-02916	Baker & Taylor Books	Materials	999.40	
		Materials	2,668.44	
		Materials	1,164.39	
		Materials	1,180.46	
		Materials	2,596.28	
		Materials	5,081.77	
		Materials	3,084.01	
		Materials	7,358.25	
		Materials	1,835.85	25,968.85
G-02917	Baker & Taylor Books	Materials	1,322.87	
		Materials	3,488.65	
		Materials	604.66	5,416.18
G-02918	Chase Card Services	Books & Materials	150.45	
		Books & Materials	172.87	
		Books & Materials	1,031.88	
		Books and Materials	1,379.84	2,735.04
G-02919	Kone Inc	Maintenance of Facilities	865.00	865.00
G-02920	Smart Technologies	Automation Contractual	330.00	330.00
G-02921	Veolia Energy Oklahoma City,	Trigen Energy Services	11,133.17	11,133.17
G-02922	Cox Systems Technology, Inc.	Maintenance of Facilities	90.00	90.00
G-02923	Stacy Schrank	Travel Expenses	761.08	
		Travel Expenses	404.50	1,165.58
G-02924	Baker & Taylor Entertainment	Materials	61.08	61.08
G-02925	Tyler Outdoor Advertising, LLC	Library-Related Services	3,200.00	3,200.00
G-02926	Chris Kennedy	Mileage	44.50	44.50
G-02927	Oklahoma Department of Labor	Maintenance of Facilities	50.00	50.00
G-02928	Metropolitan Library System	Professional Services	95.00	
		Postage	11.44	
		Supplies	104.25	
		Programming Activities	95.68	
		Other Commodities	61.30	
		Books & Materials	14.08	
		Supplies	19.15	400.90
G-02929	City of Del City	Rent of Library Building	400.00	400.00
G-02930	Federal Corporation	Maintenance of Facilities	9.12	9.12
G-02931	O G & E	Electrical Services	1,995.56	1,995.56

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G-02932	Oklahoma Natural Gas Co.	Gas Services	571.83	
		Gas Services	152.13	
		Gas Services	1,522.89	
		Gas Services	751.91	
		Gas Services	616.22	3,614.98
G-02933	City of Oklahoma City	Water & Garbage Services	459.55	459.55
G-02934	Southwestern Stationers, Inc.	Supplies	3.60	3.60
G-02935	Locke Supply Co.	Maintenance of Facilities	71.89	
		Maintenance of Facilities	15.71	87.60
G-02936	Oklahoma Library Association	Memberships	100.00	100.00
G-02937	Weston Woods Accts Receivable	Materials	203.66	203.66
G-02938	J. Siobhan Morava	Mileage	47.00	47.00
G-02939	Dun & Bradstreet	Materials	30,000.00	30,000.00
G-02940	Bill Warren Office Products	Supplies	9.27	9.27
G-02941	Cheryl Mann	Mileage	35.50	35.50
G-02942	ALA Membership CSC	Memberships	225.00	225.00
G-02943	United Refrigeration, Inc.	Maintenance of Facilities	28.32	28.32
G-02944	Recorded Books, LLC	Materials	951.20	951.20
G-02945	Pure Service Corp.	Janitorial Services	16,170.00	
		Janitorial Services	9,295.00	
		Janitorial Services	848.00	
		Janitorial Services	715.00	
		Janitorial Services	181.00	
		Janitorial Services	592.80	
		Janitorial Services	10,489.00	
		Janitorial Services	1,915.00	
		Janitorial Services	1,170.00	41,375.80
G-02946	Gale Group	Materials	4,114.02	4,114.02
G-02947	Live Oak Media	Materials	82.80	82.80
G-02948	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	2,335.00	2,335.00
G-02949	The Norman Transcript	Subscriptions	216.00	216.00
G-02950	Midwest City	Professional Services	300.00	300.00
G-02951	Angie Paeltz	Mileage	40.33	40.33
G-02952	Library Video Co.	Materials	1,203.95	1,203.95
G-02953	Bill Hainer	Automation Contractual	250.00	250.00
G-02954	Full Circle Bookstore	Programming Activities	141.49	
		Materials	119.92	261.41
G-02955	Mel Bay	Materials	72.08	72.08
G-02956	Debbie Langston	Programming Activities	60.00	60.00
G-02957	Metrocall Wireless	Telephone Services	119.37	119.37
G-02958	Oklahoma History Center	Programming Activities	800.00	800.00
G-02959	Blackstone Audio Books	Materials	50.77	50.77
G-02960	Cattlemen's Steakhouse Inc	Programming Activities	550.00	550.00
G-02961	Random House, Inc	Materials	310.20	310.20
G-02962	Brilliance Corporation	Materials	1,250.83	1,250.83
G-02963	Hobby Lobby	Programming Activities	113.60	
		Programming Activities	73.48	187.08
G-02964	Filtration Services Group, LLC	Maintenance of Facilities	32.06	
		Maintenance of Facilities	25.02	57.08
G-02965	Ingram Library Service	Materials	3,520.78	3,520.78
G-02966	XPEDX	Supplies	2,704.68	2,704.68
G-02967	High-Tech-Tronics, Inc.	Maintenance of Facilities	679.95	

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02967	High-Tech-Tronics, Inc.	Maintenance of Facilities	419.40	
		Maintenance of Facilities	344.25	1,443.60
G-02968	Summit Mailing Systems, Inc.	Maintenance of Facilities	473.75	
		Rent of Equipment	270.00	743.75
G-02969	Audio Editions	Materials	401.09	401.09
G-02970	OverDrive, Inc fka	Materials	12,570.84	12,570.84
G-02971	Ginger Waldrip	Programming Activities	100.00	100.00
G-02972	Forever Yours Florist	Other Commodities	66.15	66.15
G-02973	AV Cafe Inc	Materials	60.00	60.00
G-02974	Ingram Library Service	Materials	856.31	856.31
G-02975	Jonathan W. LaPuzza	Security Services	700.00	700.00
G-02976	Bharathi Srinivasan	Programming Activities	100.00	100.00
G-02977	Cherokee Building Materials	Maintenance of Facilities	102.72	102.72
G-02978	Center Point Large Print	Materials	529.62	529.62
G-02979	Evans Hardware	Maintenance of Facilities	78.93	
		Maintenance of Facilities	58.99	
		Maintenance of Facilities	22.99	
		Maintenance of Facilities	49.04	
		Maintenance of Facilities	23.20	233.15
G-02980	John Mark Dawson	Security Services	412.50	412.50
G-02981	Presort First Class	Postage	77.88	77.88
G-02982	Greenstar	Supplies	59.28	59.28
G-02983	Kelley Riha	Mileage	29.00	29.00
G-02984	Dowell Parking Center	Parking & Transportation	267.00	267.00
G-02985	Walgreens Pharmacy	Professional Services	29.99	29.99
G-02986	DailyAccess Corporation	Professional Services	165.00	165.00
G-02987	Todd Olberding	Mileage	333.45	333.45
G-02988	Alice Murphy	Supplies	60.00	60.00
G-02989	Baker & Taylor Books	Materials	921.12	921.12
G-02990	Baker & Taylor Entertainment	Materials	2,033.13	2,033.13
G-02991	Daniel Fields	Programming Activities	45.00	45.00
G-02992	Shawnee News - Star	Subscriptions	132.00	132.00
G-02993	LaVetta Kinsey Dent	Other Commodities	73.96	73.96
G-02994	John L. Hilbert	Programming Activities	142.22	142.22
G-02995	Reef Shop Warehouse	Maintenance of Facilities	113.92	113.92
G-02996	Star Lighting	Maintenance of Facilities	64.63	64.63
G-02997	Melissa Weathers	Group Insurance	3.90	
		Mileage	19.73	23.63
G-02998	AT&T	Telephone Services	62.49	62.49
G-02999	Cox Communications, Inc.	Telephone Service	12.71	12.71
G-03000	Securitas Security USA, Inc.	Security Services	3,706.77	
		Security Services	5,961.53	9,668.30
G-03001	Baker & Taylor Books	Materials	1,654.28	
		Materials	381.76	
		Materials	1,947.03	
		Materials	967.68	
		Materials	3,654.42	
		Materials	3,704.80	
		Materials	4,452.02	16,761.99
G-03002	Baker & Taylor Books	Materials	1,905.77	
		Materials	3,820.53	

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03002	Baker & Taylor Books	Materials	4,688.76	
		Materials	658.41	11,073.47
G-03003	Baker & Taylor Books	Materials	3,689.59	3,689.59
G-03004	Bedre Chocolates	Winter Readfest Prizes	197.00	197.00
G-03005	Maria J. Zamacona	Programming Activities	50.00	
		Programming Activities	50.00	100.00
G-03006	Mary Lynn Stephens	Professional Services	10.00	10.00
G-03007	Sabre Technologies	Supplies	7,125.00	7,125.00
G-03008	Erika Sterling	Maintenance of Facilities	120.00	120.00
G-03009	Bobcat Company	Equipment	29,665.00	29,665.00
G-03010	McBride Clinic, Inc.	Professional Services	74.00	74.00
G-03011	Personalized Prevention	Professional Services	9,875.00	9,875.00
G-03012	H I S Paints	Maintenance of Facilities	10.90	
		Maintenance of Facilities	25.30	36.20
G-03013	Mackin	Materials	56.06	56.06
G-03014	Greathall Productions, Inc.	Materials	59.32	59.32
G-03015	Pacific Telemanagement Service	Telephone Services	78.00	78.00
G-03016	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
G-03017	Shoplet	Supplies	71.58	71.58
G-03018	Kathy C. Brown	Programming Activities	87.50	87.50
G-03019	Bank of Oklahoma	Payroll Transmittal-Chks	36,203.82	
		Payroll Transmittal-Chks	17,369.21	53,573.03
G-03020	Bank of Oklahoma	Federal Withholding Tax	49,965.00	
		Federal Withholding Tax	4,060.00	54,025.00
G-03021	Oklahoma Tax Commission	State Withholding Tax	15,353.00	
		State Withholding Tax	819.00	16,172.00
G-03022	Mun. Employees Credit Union	Employee Cr Union Deducts	11,305.13	
		Employee Cr Union Deducts	87.50	11,392.63
G-03023	United Way of Central Oklahoma	Employee Deductions	520.17	
		Employee Deductions	20.00	
		Employee Deductions	65.00	605.17
G-03024	Clerk, U.S. District	Employee Deductions	110.60	
		Employee Deductions	110.60	221.20
G-03025	Morgan & Associates, P.C.	Employee Deductions	155.19	155.19
G-03026	United States Treasury	Employee Deductions	50.50	50.50
G-03027	Bank of America	Payroll Transmittal-DDep	269,778.55	
		Payroll Transmittal-DDep	37,924.35	307,702.90
G-03028	John Hardeman, Trustee	Employee Deductions	546.92	546.92
G-03029	Nationwide Retirement Solution	Employee Deductions	7,542.58	7,542.58
G-03030	Transamerica Worksite Mrktg.	Employee Deductions	418.87	418.87
G-03031	Metro Library Sys Pension Trst	Employee Contrib -- DB PI	4,821.53	4,821.53
G-03032	Bank of Oklahoma	Employee Flexplan Deposit	12,751.53	12,751.53
G-03033	Bank of Oklahoma	Employee Soc/Sec Deposits	18,623.86	
		Employee Soc/Sec Deposits	2,727.46	
		Employee Medicare Deposit	6,429.68	
		Employee Medicare Deposit	941.58	
		Employer Soc/Sec Deposits	31,518.82	
		Employer Medicare Deposit	7,371.37	67,612.77
G-03034	MassMutual Financial Group	Employee Contrib -- DC PI	14,996.38	
		Employer Contrib -- DC PI	27,332.33	42,328.71
G-03035	ODHS Oklahoma Centralized	Employee Deductions	398.30	398.30

General Fund F.Y. 10-11

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
G-03036	Randall S. Fudge	Employee Deductions	121.01	121.01
G-03037	Administrative Services	Employee Deductions	1,300.90	1,300.90
Total of FY 10-11 Warrants Issued				\$ 2,379,011.58

General Fund F.Y. 09-10

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
G-05910	Knoll, Inc.	Furniture	240.40	240.40
G-05911	Tyler Outdoor Advertising, LLC	Library-Related Services	1,625.00	1,625.00
Total of FY 09-10 Warrants Issued				\$ 1,865.40

Special Funds

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
S-16194	Lisa G. Holmes	Lost & Paid Book Returned	11.95	11.95
S-16195	Teresa Berry	Lost & Paid Book Returned	24.95	24.95
S-16196	Donna M. Dalrymple	Lost & Paid Book Returned	13.95	13.95
S-16197	Jeffrey L. Babbit	Lost & Paid Book Returned	18.00	18.00
S-16198	Macall R. Scott	Lost & Paid Book Returned	4.95	4.95
S-16199	Kathy J. Sever	Lost & Paid Book Returned	3.00	3.00
S-16200	David W. Cates	Lost & Paid Book Returned	3.00	3.00
S-16201	Lauren R. McKenna	Lost & Paid Book Returned	16.95	16.95
S-16202	Nancy Lytle	Lost & Paid Book Returned	16.95	16.95
S-16203	Mariavis L. Fitzmorris	Lost & Paid Book Returned	11.95	11.95
S-16204	Trisha A. Dinwiddie	Lost & Paid Book Returned	6.95	6.95
S-16205	Roberto Rocha	Lost & Paid Book Returned	3.00	3.00
S-16206	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	232.60	
		Copier Maintenance	127.91	
		Copier Maintenance	70.08	
		Copier Maintenance	50.09	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	760.30
S-16207	Baker & Taylor Books	Materials	192.00	192.00
S-16208	Barnes & Noble, Inc.	Come Read w/ Me Giveaways	1,417.60	1,417.60
S-16209	Kristin Williamson	Lee Brawner Scholarship	1,200.00	1,200.00
S-16210	Stuart Williamson	Lee Brawner Scholarship	1,200.00	1,200.00
S-16211	Recorded Books, LLC	Materials	386.80	386.80
S-16212	Gustavo Galindo	Lost & Paid Book Returned	11.95	11.95
S-16213	Lykayla A. Anderson	Lost & Paid Book Returned	3.00	3.00
S-16214	William E. Parks	Lost & Paid Book Returned	3.00	3.00
S-16215	Josh R. Hanger	Lost & Paid Book Returned	14.95	14.95
S-16216	Crystal G. Schoon	Lost & Paid Book Returned	3.00	3.00
S-16217	Sharon V. Judd	Lost & Paid Book Returned	16.95	16.95
S-16218	Pamela A. Charboneau	Lost & Paid Book Returned	13.95	13.95
S-16219	Thythy Nguyen	Lost & Paid Book Returned	3.00	3.00
S-16220	Sharon A. Nolan	Lost & Paid Book Returned	24.95	24.95
S-16221	Wanda L. Largent	Lost & Paid Book Returned	3.00	3.00
S-16222	Jamie Keith	Lost & Paid Book Returned	13.80	13.80
S-16223	Patty A. Williamson	Lost & Paid Book Returned	3.00	3.00
S-16224	Amber R. Ford	Lost & Paid Book Returned	3.00	3.00
S-16225	Standley Systems	Copier Usage	247.73	
		Copier Usage	259.28	507.01
S-16226	Susan Pierce	Noon Tunes	2,100.00	
		Noon Tunes	560.00	2,660.00
S-16227	Baker & Taylor Entertainment	Materials	21.59	21.59
S-16228	Societe Manding	Programming	2,750.00	2,750.00
S-16229	Recorded Books, LLC	Materials	58.20	58.20
S-16230	Baker & Taylor Books	Materials	73.73	73.73
S-16231	Julia McConnell	Lee Brawner Scholarship	1,200.00	1,200.00
S-16232	Random House, Inc	Materials	67.50	67.50
S-16233	Baker & Taylor Books	Materials	27.69	27.69
S-16234	Brenda L. Caskey	Lost & Paid Book Returned	8.35	8.35
S-16235	Fort Worth Library	Unreturned Interlibr Loan	66.18	66.18

Special Funds

Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
S-16236	Southeastern Public Library	Unreturned Interlibr Loan	112.95	112.95
S-16237	Pablo T. Rasmussen	Lost & Paid Book Returned	15.05	15.05
S-16238	Lynn M. Sherrick	Lost & Paid Book Returned	3.00	3.00
S-16239	Madison E. Steeley	Lost & Paid Book Returned	12.95	12.95
S-16240	Patricia C. McCrabb	Lost & Paid Book Returned	12.95	12.95
S-16241	Patrick D. Cory	Lost & Paid Book Returned	9.45	9.45
S-16242	Natalie J. Dye	Lost & Paid Book Returned	8.85	8.85
S-16243	Oklahoma Tax Commission	Sales Tax - December 2010	39.03	39.03
S-16244	Tulsa City/County Library	Unreturned ILL Material	14.95	14.95
S-16245	Tiffany M. King	Lost & Paid Book Returned	15.90	15.90
S-16246	Annie L. Griffin	Lost & Paid Book Returned	3.00	3.00
S-16247	Metropolitan Library System	Transfer of Fines & Fees	37,000.00	37,000.00
S-16248	Chase Card Services	Fines Account	121.20	121.20
S-16249	Oklahoma Tax Commission	Sales Tax - Dec 2010	590.65	590.65
S-16250	Films for the Humanities	Materials	481.29	481.29
S-16251	AV Cafe Inc	Materials	163.44	163.44
S-16252	Chase Card Services	ODL Grant	221.90	
		ODL Grant	44.98	266.88
S-16253	Random House, Inc	Materials	33.75	33.75
S-16254	Baker & Taylor Books	Materials	38.79	38.79
S-16255	Laurann M. Donahue	Lost & Paid Book Returned	14.95	14.95
S-16256	Debra B. Logan	Lost & Paid Book Returned	13.85	13.85
S-16257	Clark D. Whisenant	Lost & Paid Book Returned	21.00	21.00
S-16258	Carlin L. Hawthorne	Lost & Paid Book Returned	3.00	3.00
S-16259	Ashley N. Hartman	Lost & Paid Book Returned	13.95	13.95
S-16260	Janie E. Baumeister	Lost & Paid Book Returned	3.00	3.00
S-16261	Nancy L. Eaton	Lost & Paid Book Returned	9.00	9.00
S-16262	Diane R. Bishop	Lost & Paid Book Returned	3.00	3.00
S-16263	Ashley R. Hazell	Lost & Paid Book Returned	3.00	3.00
S-16264	Olga Fernandez	Lost & Paid Book Returned	3.00	3.00
S-16265	Chris J. Carr	Lost & Paid Book Returned	9.70	9.70
S-16266	Paula J. Martin	Lost & Paid Book Returned	5.60	5.60
S-16267	Susan Pierce	Noon Tunes Programming	448.00	448.00
S-16268	Ingram Library Service	Materials	11.07	11.07
S-16269	Baker & Taylor Books	Materials	8.29	8.29
S-16270	Friends of the Metro. Library	Grant Balance Refund	114.00	114.00
S-16271	Oklahoma City Museum of Art	Winter Readfest Prizes	1,050.00	1,050.00
S-16272	Oklahoma Food Cooperative	Winter Readfest Prizes	621.00	621.00
S-16273	Bedre Chocolates	Winter Readfest Prizes	285.00	285.00
S-16274	Friends of the Metro. Library	Grant Balance Refund	155.01	155.01
S-16275	Random House, Inc	Materials	84.75	84.75
S-16276	Bedre Chocolates	Winter Readfest Prizes	368.00	368.00
S-16277	Tracy Yates	Lost & Paid Book Returned	26.95	26.95
S-16278	Elizabeth A. Griffin	Lost & Paid Book Returned	15.95	15.95
S-16279	Ilea A. Shutler	Lost & Paid Book Returned	53.90	53.90
S-16280	Reed M. Holland	Lost & Paid Book Returned	13.95	13.95
S-16281	Teresa L. Smith	Lost & Paid Book Returned	7.95	7.95
S-16282	Cheryl L. Ridley	Lost & Paid Book Returned	12.45	12.45
S-16283	Hollie D. Smith	Lost & Paid Book Returned	14.85	14.85
S-16284	Karie L. Houser	Lost & Paid Book Returned	4.95	4.95
S-16285	Fallen A. Haddy	Lost & Paid Book Returned	3.00	3.00
S-16286	Melanie L. Martinez	Lost & Paid Book Returned	13.95	13.95

Special Funds

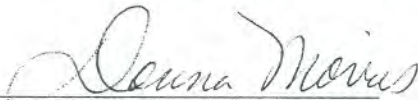
Warrant Register

January 2011

Number	Vendor/Payee	Purpose		Amount
S-16287	Cecelia Y Aldaz	Lost & Paid Book Returned	11.95	11.95
S-16288	Arie Crain	Lost & Paid Book Returned	19.95	19.95
S-16289	Paula K. Vinson	Lost & Paid Book Returned	3.00	3.00
S-16290	BMI Systems Corp.	Copier Maintenance	78.50	
		Copier Maintenance	31.62	
		Copier Maintenance	36.00	
		Copier Maintenance	232.95	
		Copier Maintenance	127.56	
		Copier Maintenance	75.89	
		Copier Maintenance	44.28	
		Copier Maintenance	78.50	
		Copier Maintenance	55.00	760.30
S-16291	Upstart	Summer Reading Program	634.37	634.37
S-16292	Upstart	Summer Reading Program	170.32	170.32
S-16293	Nathan Lee	After School Programming	400.00	400.00
S-16294	Upstart	Summer Reading Program	3,535.31	3,535.31
Total of Special Funds Warrants Issued				\$ 60,745.45

I, Donna Morris, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Donna Morris, Executive Director

2-10-11
Date

I, Lloyd Lovely, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Lloyd Lovely, Deputy Executive Director of Finance and Support

2-10-11
Date

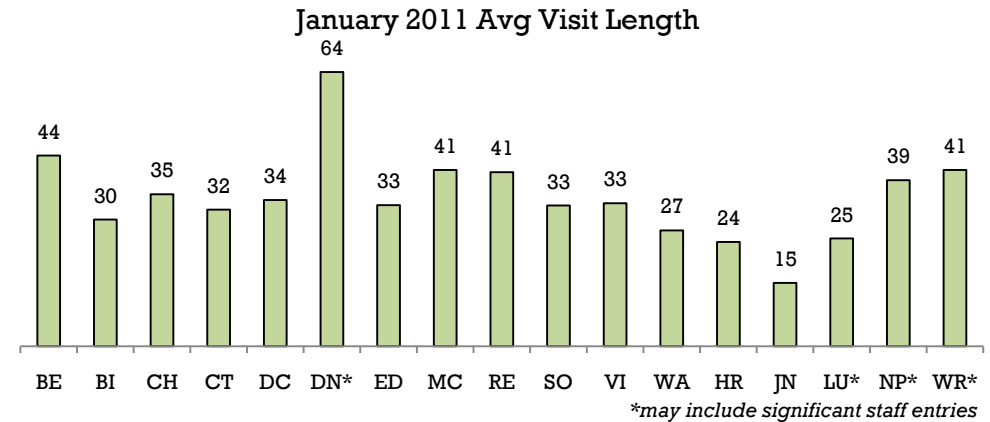
MLS 2010 Annual Report:
Thinking Outside the Books

Kim Terry, Director, Marketing and Communications,
will be presenting the Annual Report as part of the
Special Presentations at the Commission Meeting.

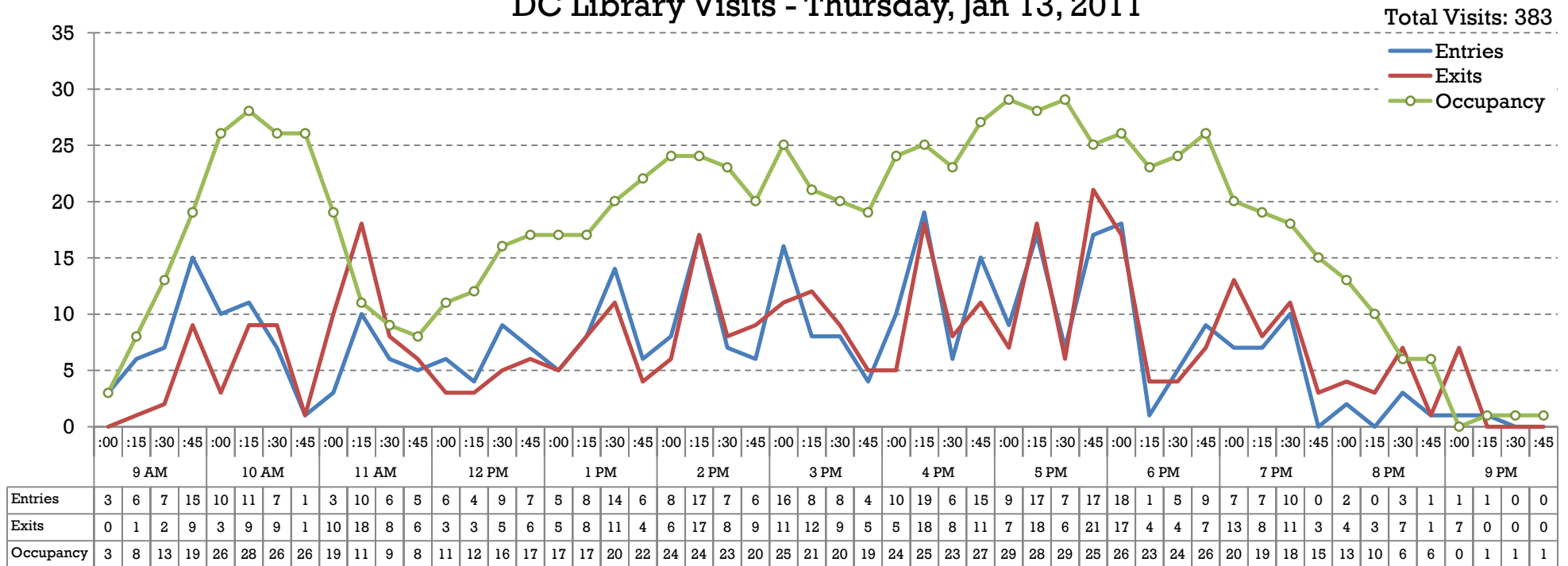
MLS Library Visits

Visits and occupancy are an important component of library usage that may not show up in other measures. Wireless door counters installed around the library system record the number of entries and exits at each library in fifteen minute intervals. The expected average visit length (right) and occupancy of each library throughout the day (example below) can be estimated from this data.

The chart below illustrates data gathered at the Del City Library on Thursday, January 13, 2011. Children's Librarian Fran Harbert held a Family Place Play Time program that morning from 10:00 AM to 11:00 AM which was well attended. These early childhood programs (previously known as parent-child workshops) are offered regularly by our libraries and Outreach department to educate parents about the importance of play time as part of their child's development.



DC Library Visits - Thursday, Jan 13, 2011

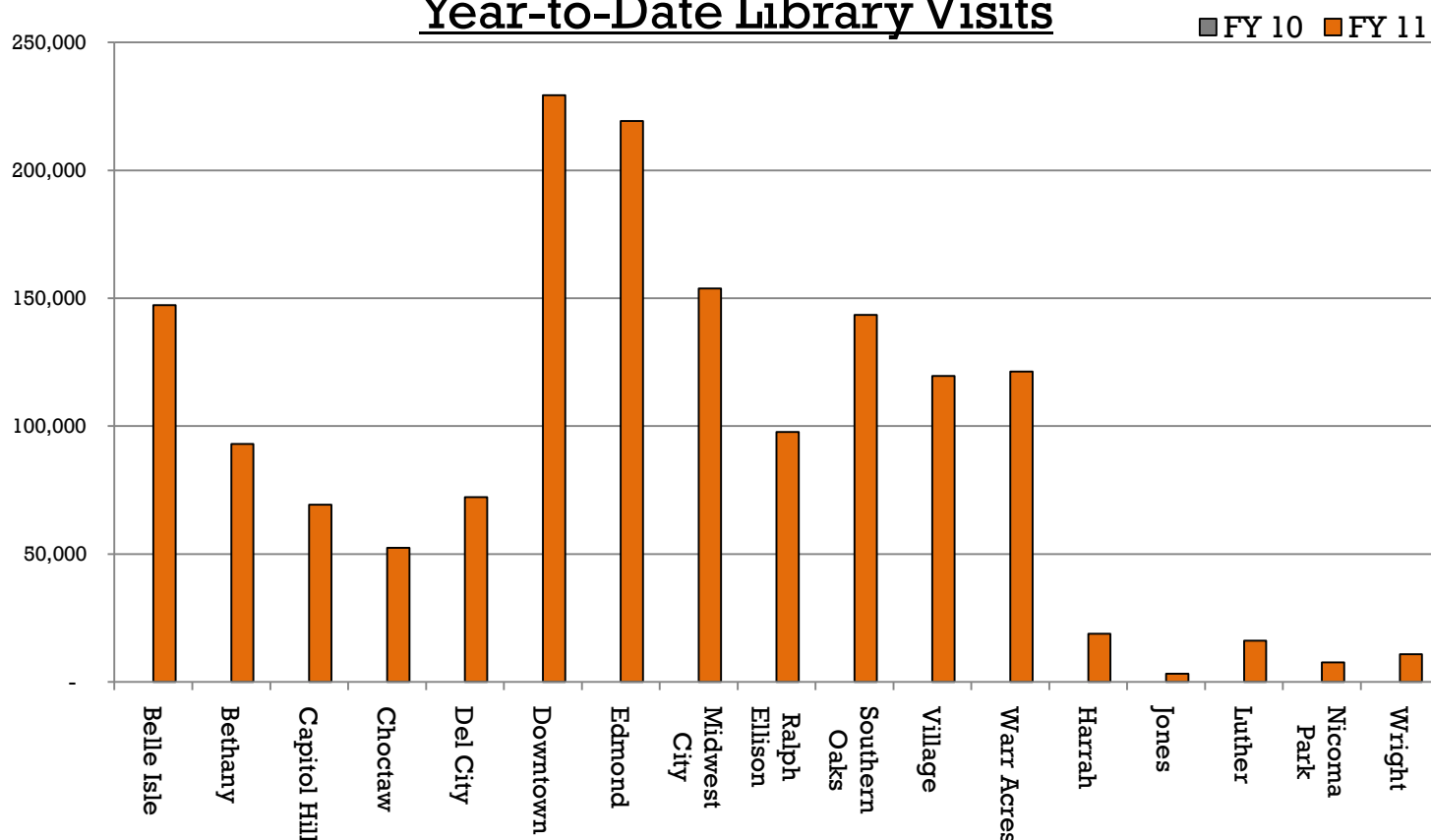


MLS Library Visits

July 1, 2010 - January 31, 2011 (58.33% of the 10-11 Fiscal Year)

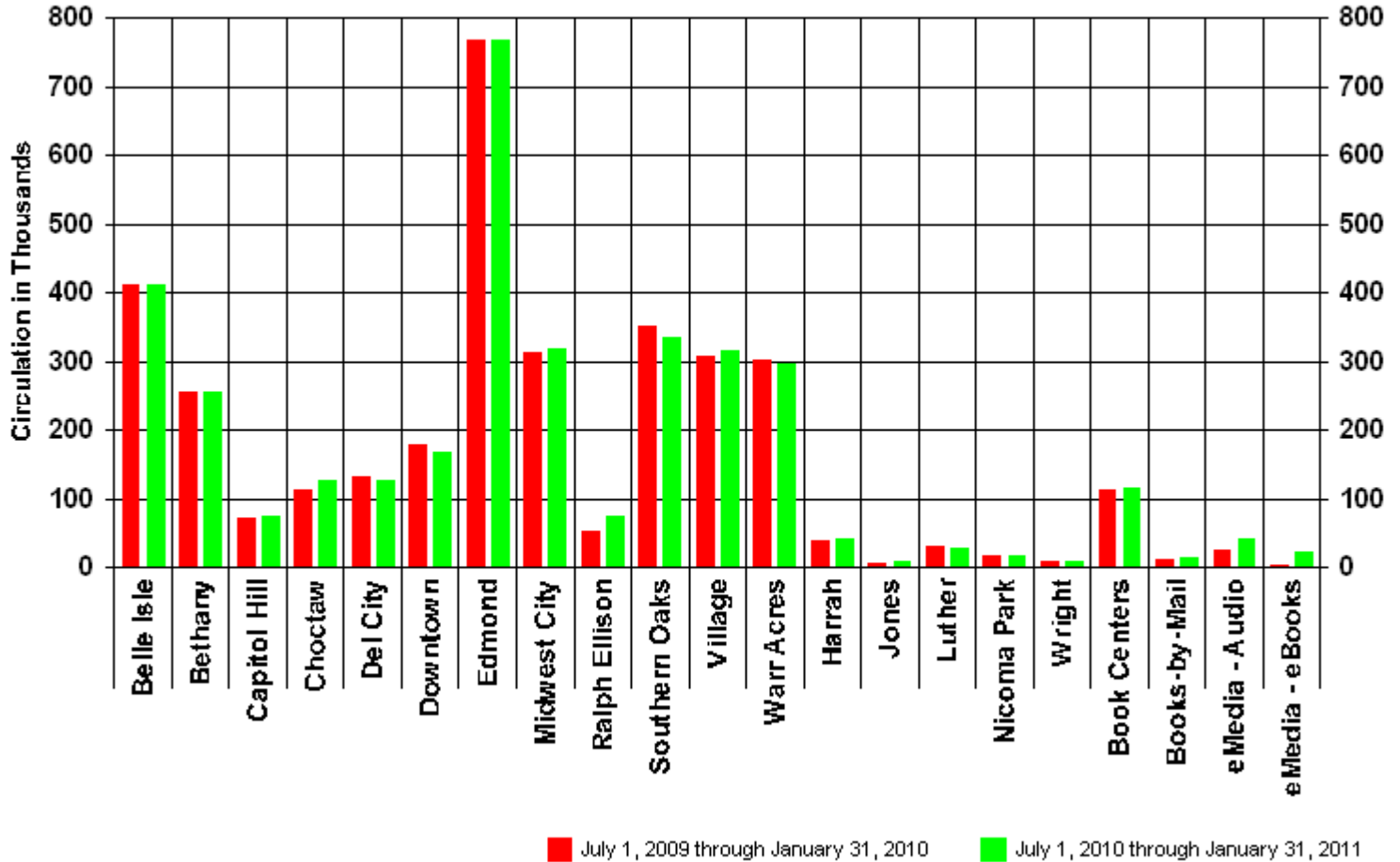
January	FY 10		FY 11		Pct. Change	
<u>Library</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>
Belle Isle	N/A	N/A	21,949	147,313	N/A	N/A
Bethany	N/A	N/A	11,379	93,086	N/A	N/A
Capitol Hill	N/A	N/A	9,784	69,322	N/A	N/A
Choctaw	N/A	N/A	6,800	52,372	N/A	N/A
Del City	N/A	N/A	8,409	72,221	N/A	N/A
Downtown	N/A	N/A	29,991	229,316	N/A	N/A
Edmond	N/A	N/A	29,024	219,325	N/A	N/A
Midwest City	N/A	N/A	20,658	153,849	N/A	N/A
Ralph Ellison	N/A	N/A	11,498	97,679	N/A	N/A
Southern Oaks	N/A	N/A	20,009	143,530	N/A	N/A
Village	N/A	N/A	16,827	119,570	N/A	N/A
Warr Acres	N/A	N/A	14,718	121,373	N/A	N/A
Harrah	N/A	N/A	2,515	18,792	N/A	N/A
Jones	N/A	N/A	394	3,226	N/A	N/A
Luther	N/A	N/A	1,939	16,154	N/A	N/A
Nicoma Park	N/A	N/A	1,124	7,696	N/A	N/A
Wright	N/A	N/A	1,591	10,814	N/A	N/A
Total	N/A	N/A	208,610	1,575,640	N/A	N/A

Year-to-Date Library Visits



Circulation Gains and Losses

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)



Circulation Gains and Losses

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

JANUARY 31, 2011		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Belle Isle	10	42857	313705	12246	96982	55103	410687	
	11	48015	315523	12886	94264	60901	409787	
		5158	1818	640	-2718	5798	-900	-0.2
Bethany	10	24653	179554	9448	76551	34101	256105	
	11	25859	178406	9554	76232	35413	254638	
		1206	-1148	106	-319	1312	-1467	-0.6
Capitol Hill	10	6315	49877	2598	21019	8913	70896	
	11	7249	48175	3515	24751	10764	72926	
		934	-1702	917	3732	1851	2030	2.9
Choctaw	10	10149	71423	5192	40842	15341	112265	
	11	12155	80761	5530	46636	17685	127397	
		2006	9338	338	5794	2344	15132	13.5
Del City	10	12462	92614	4551	38893	17013	131507	
	11	12792	88295	4892	38349	17684	126644	
		330	-4319	341	-544	671	-4863	-3.7
Downtown	10	17606	134420	5011	43255	22617	177675	
	11	16814	127550	4753	39133	21567	166683	
		-792	-6870	-258	-4122	-1050	-10992	-6.2
Edmond	10	62631	447991	40034	319934	102665	767925	
	11	66491	453909	41169	313807	107660	767716	
		3860	5918	1135	-6127	4995	-209	0.0
Midwest City	10	31490	225536	10128	87838	41618	313374	
	11	34368	231976	10648	87109	45016	319085	
		2878	6440	520	-729	3398	5711	1.8
Ralph Ellison	10	6399	40284	1846	12737	8245	53021	
	11	7208	56345	2071	18759	9279	75104	
		809	16061	225	6022	1034	22083	41.6
Southern Oaks	10	34295	257014	11019	94640	45314	351654	
	11	36566	246584	11906	86666	48472	333250	
		2271	-10430	887	-7974	3158	-18404	-5.2
Village	10	28767	218237	11227	89568	39994	307805	
	11	32247	219399	12497	96982	44744	316381	
		3480	1162	1270	7414	4750	8576	2.8
Warr Acres	10	28762	213020	10595	89711	39357	302731	
	11	29995	209489	10385	86239	40380	295728	
		1233	-3531	-210	-3472	1023	-7003	-2.3

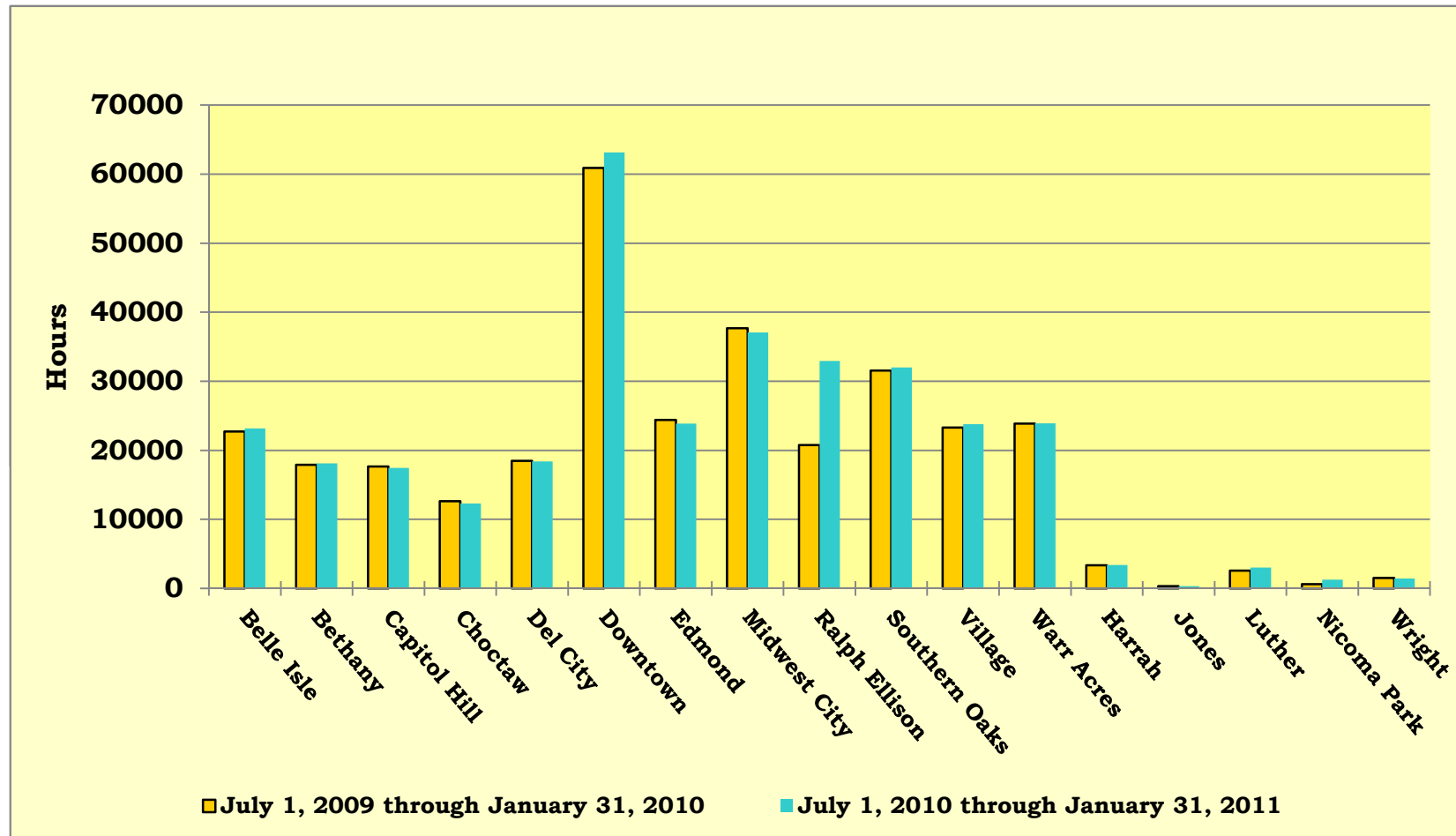
Circulation Gains and Losses

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

JANUARY 31, 2011		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
<u>EXTENSION LIBRARIES:</u>								
Harrah	10	3503	25444	1587	12103	5090	37547	
	11	4241	28090	1835	12150	6076	40240	
		738	2646	248	47	986	2693	7.2
Jones	10	739	4947	214	1567	953	6514	
	11	841	5775	577	3300	1418	9075	
		102	828	363	1733	465	2561	39.3
Luther	10	3400	24150	752	6630	4152	30780	
	11	2923	21063	864	7387	3787	28450	
		-477	-3087	112	757	-365	-2330	-7.6
Nicoma Park	10	1727	14229	358	3676	2085	17905	
	11	1896	13642	433	3581	2329	17223	
		169	-587	75	-95	244	-682	-3.8
Wright	10	878	6713	151	1655	1029	8368	
	11	891	7129	314	2329	1205	9458	
		13	416	163	674	176	1090	13.0
<u>OTHER:</u>								
Book Centers	10	10188	70752	6182	43096	16370	113848	
	11	10277	71521	6309	44395	16586	115916	
		89	769	127	1299	216	2068	1.8
Books-by-Mail	10	1373	12231	0	0	1373	12231	
	11	1869	13219	0	0	1869	13219	
		496	988	0	0	496	988	8.1
eMedia - Audio	10	4267	24280	0	0	4267	24280	
	11	6912	41704	0	0	6912	41704	
		2645	17424	0	0	2645	17424	71.8
eMedia - eBooks	10	991	3252	0	0	991	3252	
	11	6680	22279	0	0	6680	22279	
		5689	19027	0	0	5689	19027	585.1
TOTALS	10	333452	2429673	133139	1080697	466591	3510370	
	11	366289	2480834	140138	1082069	506427	3562903	
		32837	51161	6999	1372	39836	52533	1.5

Total Computer Hours Used by Library

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)



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Total Computer Usage

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	269		4,088		2,997.14		3,307		30,316		22,724.21	
	11	293		4,355		3,240.57		3,158		30,430		23,179.41	
		24	8.9	267	6.5	243.43	8.1	-149	-4.5	114	.4	455.20	2.0
BETHANY	10	200		2,885		2,265.79		2,585		23,140		17,900.03	
	11	214		3,101		2,426.31		2,484		23,281		18,091.69	
		14	7.0	216	7.5	160.52	7.1	-101	-3.9	141	.6	191.66	1.1
CAPITOL HILL	10	195		2,643		2,177.06		2,312		21,868		17,656.64	
	11	223		2,892		2,343.57		2,375		22,068		17,473.19	
		28	14.4	249	9.4	166.51	7.6	63	2.7	200	.9	-183.45	-1.0
CHOCTAW	10	118		1,621		1,463.97		1,284		13,409		12,618.29	
	11	83		1,698		1,718.26		1,311		12,903		12,292.77	
		-35	-29.7	77	4.8	254.29	17.4	27	2.1	-506	-3.8	-325.52	-2.6
DEL CITY	10	180		2,945		2,292.21		2,377		23,492		18,485.56	
	11	207		2,730		2,351.88		2,310		22,028		18,395.04	
		27	15.0	-215	-7.3	59.67	2.6	-67	-2.8	-1,464	-6.2	-90.52	-.5
DOWNTOWN	10	283		9,733		8,165.11		3,346		75,007		60,905.45	
	11	231		11,171		8,918.29		3,100		80,259		63,139.21	
		-52	-18.4	1,438	14.8	753.18	9.2	-246	-7.4	5,252	7.0	2,233.76	3.7
EDMOND	10	251		3,822		3,165.25		3,360		30,022		24,406.09	
	11	261		3,826		3,285.42		3,198		28,510		23,861.73	
		10	4.0	4	.1	120.17	3.8	-162	-4.8	-1,512	-5.0	-544.36	-2.2
MIDWEST CITY	10	370		5,837		4,780.23		4,737		47,155		37,702.86	
	11	371		5,936		5,139.00		4,572		44,276		37,092.49	
		1	.3	99	1.7	358.77	7.5	-165	-3.5	-2,879	-6.1	-610.37	-1.6
RALPH ELLISON	10	229		4,013		3,474.30		2,370		25,564		20,768.72	
	11	246		5,106		4,434.97		3,007		41,067		32,928.12	
		17	7.4	1,093	27.2	960.67	27.7	637	26.9	15,503	60.6	12,159.40	58.5

Total Computer Usage

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	391		5,387		4,117.75		4,756		40,864		31,554.90	
	11	437		5,557		4,422.21		4,672		41,365		31,986.73	
		46	11.8	170	3.2	304.46	7.4	-84	-1.8	501	1.2	431.83	1.4
VILLAGE	10	276		3,683		2,863.70		3,534		29,892		23,309.84	
	11	289		3,987		3,200.96		3,470		30,315		23,808.15	
		13	4.7	304	8.3	337.26	11.8	-64	-1.8	423	1.4	498.31	2.1
WARR ACRES	10	222		3,782		2,939.06		2,934		31,441		23,881.61	
	11	250		4,076		3,203.36		2,919		30,998		23,898.51	
		28	12.6	294	7.8	264.30	9.0	-15	-1.5	-443	-1.4	16.90	.1
HARRAH	10	27		514		396.75		441		4,133		3,340.07	
	11	28		576		475.95		388		4,044		3,384.64	
		1	3.7	62	12.1	79.20	20.0	-53	-12.0	-89	-2.2	44.57	1.3
JONES	10	4		46		46.14		50		352		319.84	
	11	5		58		54.83		48		421		346.37	
		1	25.0	12	26.1	8.69	18.8	-2	-4.0	69	19.6	26.53	8.3
LUTHER	10	22		380		305.04		371		3,429		2,597.37	
	11	29		460		408.00		453		3,764		3,024.02	
		7	31.8	80	21.1	102.96	33.8	82	22.1	335	9.8	426.65	16.4
NICOMA PARK	10	7		112		78.51		133		873		625.14	
	11	13		225		210.13		148		1,384		1,265.08	
		6	85.7	113	100.9	131.62	167.6	15	11.3	511	58.5	639.94	102.4
WRIGHT	10	15		248		200.31		117		1,942		1,509.09	
	11	16		228		183.57		132		1,678		1,419.60	
		1	6.7	-20	-8.1	-16.74	-8.4	15	12.8	-264	-13.6	-89.49	-5.9
TOTAL	10	3,059		51,739		41,728.32		38,014		402,899		320,305.71	
	11	3,196		55,982		46,017.28		37,745		418,791		335,586.75	
		137	4.5	4,243	8.2	4,288.96	10.3	-269	-1.7	15,892	3.9	15,281.04	4.8

Computer Usage by Adult Customers

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	225		3,268		2,373.20		2,756		25,250		18,968.04	
	11	254		3,745		2,799.41		2,650		25,908		19,827.79	
		29	12.9	477	14.6	426.21	18.0	-106	-3.8	658	2.6	859.75	4.5
BETHANY	10	177		2,455		1,907.98		2,060		18,051		13,925.50	
	11	188		2,548		2,008.95		1,992		18,819		14,652.72	
		11	6.2	93	3.8	100.97	5.3	-68	-3.3	768	4.3	727.22	5.2
CAPITOL HILL	10	122		1,320		1,162.57		1,377		11,505		9,826.31	
	11	146		1,502		1,362.64		1,406		10,499		9,186.56	
		24	19.7	182	13.8	200.07	17.2	29	2.1	-1,006	-8.7	-639.75	-6.5
CHOCTAW	10	88		1,142		1,023.95		923		8,752		8,153.43	
	11	56		1,114		1,077.12		941		8,599		7,920.74	
		-32	-36.4	-28	-2.5	53.17	5.2	18	2.0	-153	-1.7	-232.69	-2.9
DEL CITY	10	137		2,241		1,762.58		1,821		17,407		13,744.51	
	11	176		2,182		1,880.70		1,800		17,276		14,511.46	
		39	28.5	-59	-2.6	118.12	6.7	-21	-1.2	-131	-.8	766.95	5.6
DOWNTOWN	10	251		8,900		7,451.66		2,779		68,476		55,432.59	
	11	197		10,595		8,445.58		2,655		75,417		59,230.69	
		-54	-21.5	1,695	19.0	993.92	13.3	-124	-4.5	6,941	10.1	3,798.10	6.9
EDMOND	10	216		3,264		2,722.02		2,802		25,499		20,777.89	
	11	224		3,349		2,848.98		2,655		24,200		20,176.91	
		8	3.7	85	2.6	126.96	4.7	-147	-5.2	-1,299	-5.1	-600.98	-2.9
MIDWEST CITY	10	314		4,418		3,673.74		3,788		34,987		28,398.16	
	11	308		4,462		3,949.09		3,596		32,723		27,904.22	
		-6	-1.9	44	1.0	275.35	7.5	-192	-5.1	-2,264	-6.5	-493.94	-1.7
RALPH ELLISON	10	171		2,560		2,312.28		1,785		15,658		12,729.06	
	11	190		3,486		3,192.80		2,251		24,803		21,239.76	
		19	11.1	926	36.2	880.52	38.1	466	26.1	9,145	58.4	8,510.70	66.9

Computer Usage by Adult Customers

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	335		3,881		2,922.94		3,564		27,754		21,662.23	
	11	351		4,028		3,198.04		3,456		27,790		21,989.83	
		16	4.8	147	3.8	275.10	9.4	-108	-3.0	36	.1	327.60	1.5
VILLAGE	10	236		2,899		2,250.45		2,853		22,380		17,614.78	
	11	249		2,979		2,419.93		2,740		22,768		18,023.38	
		13	5.5	80	2.8	169.48	7.5	-113	-4.0	388	1.7	408.60	2.3
WARR ACRES	10	192		2,959		2,275.51		2,339		22,611		17,230.57	
	11	214		3,610		2,819.56		2,427		26,026		19,962.05	
		22	11.5	651	22.0	544.05	23.9	88	3.8	3,415	15.1	2,731.48	15.9
HARRAH	10	19		295		226.48		300		2,426		1,844.49	
	11	20		404		341.88		258		2,683		2,213.03	
		1	5.3	109	36.9	115.40	51.0	-42	-14.0	257	10.6	368.54	20.0
JONES	10	2		44		44.89		35		272		247.72	
	11	5		52		52.13		32		339		294.07	
		3	150.0	8	18.2	7.24	16.1	-3	-8.6	67	24.6	46.35	18.7
LUTHER	10	19		220		196.31		202		1,802		1,574.97	
	11	20		231		204.77		226		1,693		1,388.44	
		1	5.3	11	5.0	8.46	4.3	24	11.9	-109	-6.0	-186.53	-11.8
NICOMA PARK	10	6		95		68.20		103		726		527.82	
	11	11		175		173.43		106		1,131		1,083.85	
		5	83.3	80	84.2	105.23	154.3	3	2.9	405	55.8	556.03	105.3
WRIGHT	10	11		219		179.17		92		1,652		1,291.70	
	11	15		195		161.98		93		1,328		1,172.21	
		4	36.4	-24	-11.0	-17.19	-9.6	1	1.1	-324	-19.6	-119.49	-9.3
TOTAL	10	2,521		40,180		32,553.93		29,579		305,208		243,949.77	
	11	2,624		44,657		36,936.99		29,284		322,002		260,777.71	
		103	4.1	4,477	11.1	4,383.06	13.5	-295	-1.0	16,794	5.5	16,827.94	6.9

Computer Usage by Minor Customers

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
BELLE ISLE	10	44		820		623.94		551		5,066		3,756.17	
	11	39		610		441.16		508		4,522		3,351.62	
		-5	-11.4	-210	-25.6	-182.78	-29.3	-43	-7.8	-544	-10.7	-404.55	-10.8
BETHANY	10	23		430		357.81		525		5,089		3,974.53	
	11	26		553		417.36		492		4,462		3,438.97	
		3	13.0	123	28.6	59.55	16.6	-33	-6.3	-627	-12.3	-535.56	-13.5
CAPITOL HILL	10	73		1,323		1,014.49		935		10,363		7,830.33	
	11	77		1,390		980.93		969		11,569		8,286.63	
		4	5.5	67	5.1	-33.56	-3.3	34	3.6	1,206	11.6	456.30	5.8
CHOCTAW	10	30		479		440.02		361		4,657		4,464.86	
	11	27		584		641.14		370		4,304		4,372.03	
		-3	-10.0	105	21.9	201.12	45.7	9	2.5	-353	-7.6	-92.83	-2.1
DEL CITY	10	43		704		529.63		556		6,085		4,741.05	
	11	31		548		471.18		510		4,752		3,883.58	
		-12	-27.9	-156	-22.2	-58.45	-11.0	-46	-8.3	-1,333	-21.9	-857.47	-18.1
DOWNTOWN	10	32		833		713.45		567		6,531		5,472.86	
	11	34		576		472.71		445		4,842		3,908.52	
		2	6.3	-257	-30.9	-240.74	-33.7	-122	-21.5	-1,689	-25.9	-1,564.34	-28.6
EDMOND	10	35		558		443.23		558		4,523		3,628.20	
	11	37		477		436.44		543		4,310		3,684.82	
		2	5.7	-81	-14.5	-6.79	-1.5	-15	-2.7	-213	-4.7	56.62	1.6
MIDWEST CITY	10	56		1,419		1,106.49		949		12,168		9,304.70	
	11	63		1,474		1,189.91		976		11,553		9,188.27	
		7	12.5	55	3.9	83.42	7.5	27	2.8	-615	-5.1	-116.43	-1.3
RALPH ELLISON	10	58		1,453		1,162.02		585		9,906		8,039.66	
	11	56		1,620		1,242.17		756		16,264		11,688.36	
		-2	-3.4	167	11.5	80.15	6.9	171	29.2	6,358	64.2	3,648.70	45.4

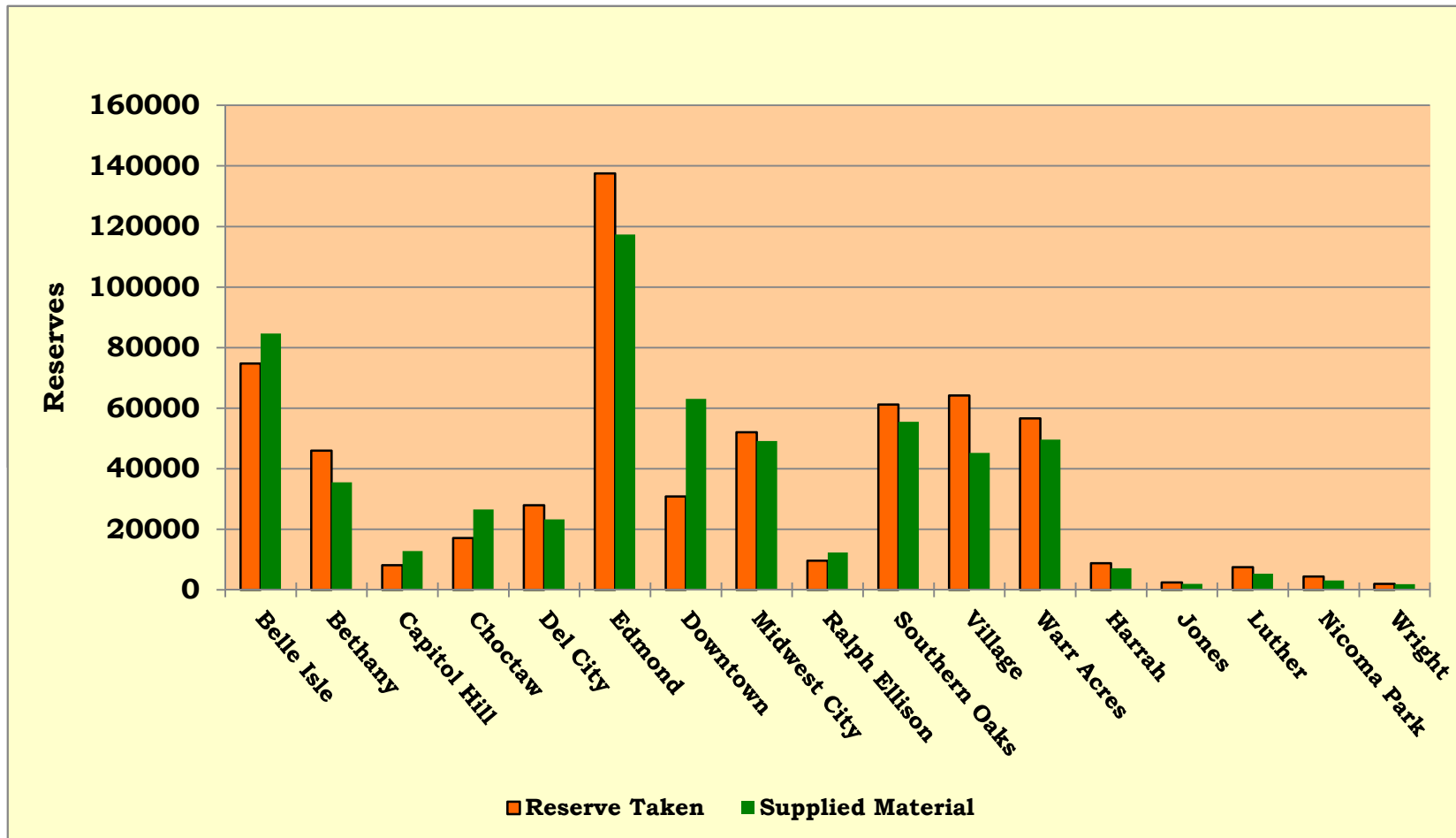
Computer Usage by Minor Customers

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
SOUTHERN OAKS	10	56		1,506		1,194.81		1,192		13,110		9,892.67	
	11	86		1,529		1,224.17		1,216		13,575		9,996.90	
		30	53.6	23	1.5	29.36	2.5	24	2.0	465	3.5	104.23	1.1
VILLAGE	10	40		784		613.25		681		7,512		5,695.06	
	11	40		1,008		781.03		730		7,547		5,784.77	
			.0	224	28.6	167.78	27.4	49	7.2	35	.5	89.71	1.6
WARR ACRES	10	30		823		663.55		595		8,830		6,651.04	
	11	36		466		383.80		492		4,972		3,936.46	
		6	20.0	-357	-43.4	-279.75	-42.2	-103	-17.3	-3,858	-43.7	-2,714.58	-40.8
HARRAH	10	8		219		170.27		141		1,707		1,495.58	
	11	8		172		134.07		130		1,361		1,171.61	
			.0	-47	-21.5	-36.20	-21.3	-11	-7.8	-346	-20.3	-323.97	-21.7
JONES	10	2		2		1.25		15		80		72.12	
	11			6		2.70		16		82		52.30	
		-2	-100.0	4	200.0	1.45	116.0	1	6.7	2	2.5	-19.82	-27.5
LUTHER	10	3		160		108.73		169		1,627		1,022.40	
	11	9		229		203.23		227		2,071		1,635.58	
		6	200.0	69	43.1	94.50	86.9	58	34.3	444	27.3	613.18	60.0
NICOMA PARK	10	1		17		10.31		30		147		97.32	
	11	2		50		36.70		42		253		181.23	
		1	100.0	33	194.1	26.39	256.0	12	40.0	106	72.1	83.91	86.2
WRIGHT	10	4		29		21.14		25		290		217.39	
	11	1		33		21.59		39		350		247.39	
		-3	-75.0	4	13.8	.45	2.1	14	56.0	60	20.7	30.00	13.8
TOTAL	10	538		11,559		9,174.39		8,435		97,691		76,355.94	
	11	572		11,325		9,080.29		8,461		96,789		74,809.04	
		34	6.3	-234	-2.0	-94.10	-1.0	26	.3	-902	-.9	-1,546.90	-2.0

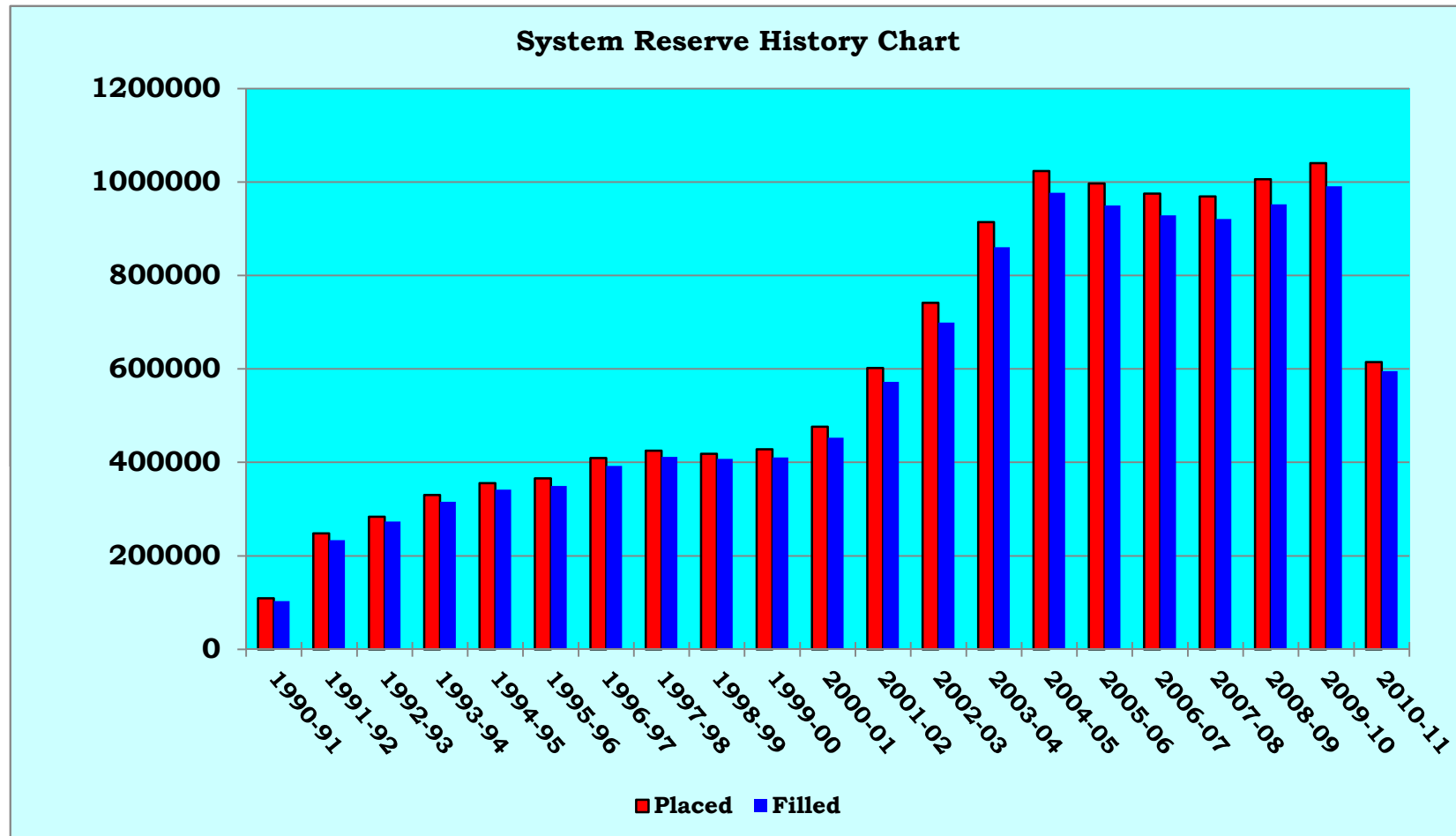
System Reserve Report

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)



System Reserve Report

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)



System Reserves Report

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
BELLE ISLE	10	10,039	70,773		8,832	66,941	
	11	10,628	74,779		10,472	71,336	
		589	4,006	5.7	1,640	4,395	6.6
BETHANY	10	6,877	48,028		6,092	45,772	
	11	6,523	45,931		6,495	44,673	
		-354	-2,097	-4.4	403	-1,099	-2.4
CAPITOL HILL	10	945	9,330		904	8,680	
	11	1,323	8,116		1,296	7,793	
		378	-1,214	-13.0	392	-887	-10.2
CHOCTAW	10	2,479	17,273		2,301	16,474	
	11	2,638	17,128		2,631	16,561	
		159	-145	-8	330	87	.5
DEL CITY	10	4,355	28,707		3,813	26,916	
	11	4,154	27,938		4,058	26,799	
		-201	-769	-2.7	245	-117	-.4
EDMOND	10	19,506	136,962		17,309	131,147	
	11	19,938	137,534		19,603	133,373	
		432	572	.4	2,294	2,226	1.7
DOWNTOWN	10	4,441	33,025		4,023	31,380	
	11	4,012	30,870		3,877	29,476	
		-429	-2,155	-6.5	-146	-1,904	-6.1
MIDWEST CITY	10	7,395	51,233		6,699	49,360	
	11	7,501	52,080		7,444	50,205	
		106	847	1.7	745	845	1.7
RALPH ELLISON	10	1,144	7,901		1,064	7,565	
	11	1,273	9,646		1,249	9,351	
		129	1,745	22.1	185	1,786	23.6
SOUTHERN OAKS	10	7,664	60,157		6,831	57,563	
	11	9,192	61,218		8,955	58,733	
		1,528	1,061	1.8	2,124	1,170	2.0
VILLAGE	10	7,789	57,326		7,062	54,946	
	11	9,710	64,154		9,490	61,835	
		1,921	6,828	11.9	2,428	6,889	12.5
WARR ACRES	10	8,056	56,232		7,184	53,920	
	11	8,490	56,611		8,208	54,928	
		434	379	.7	1,024	1,008	1.9

System Reserves Report

July 1, 2010 through January 31, 2011 (58.33% of the 10-11 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
HARRAH	10	1,234	7,895		1,090	7,484	
	11	1,408	8,812		1,288	8,447	
		174	917	11.6	198	963	12.9
JONES	10	349	2,248		369	2,195	
	11	471	2,442		426	2,374	
		122	194	8.6	57	179	8.2
LUTHER	10	1,135	7,122		994	6,893	
	11	1,192	7,512		1,130	7,149	
		57	390	5.5	136	256	3.7
NICOMA PARK	10	669	4,424		563	4,155	
	11	656	4,437		755	4,358	
		-13	13	.3	192	203	4.9
WRIGHT	10	251	1,586		221	1,503	
	11	265	1,981		274	1,936	
		14	395	24.9	53	433	28.8
BOOKS-BY-MAIL	10	295	3,034		301	2,906	
	11	850	5,971		892	5,807	
		555	2,937	96.8	591	2,901	99.8
TOTAL	10	84,623	603,256		75,652	575,800	
	11	90,224	617,160		88,543	595,134	
		5,601	13,904	2.3	12,891	19,334	3.4

EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2011

Northwest Art Committee begins work

A committee has been formed to begin the process of selecting art for the Northwest Library. Committee members are: Alyne Strube, Metropolitan Library Commission member; Debbie Williams, Oklahoma Director of Art in Public Places; Diane Sarantakos, Director of Development; Lloyd Lovely; Deputy Director of Finance/Support; Kay Bauman, Deputy Director Library Operations/Planning; and Donna Morris, Executive Director. The committee met on Monday, February 7th and went over criteria for art at the Northwest Library. We hope to send out a Request for Qualifications around the first week in March.

Databases featured in new Marketing campaign

In an effort keep our users up to date about our database collection we are featuring one every month on our website and also producing some printed pieces about each one. Below are the two featured databases so far this calendar year. Both of these databases are available remotely (from the comfort of your home or office!)

February Database: African-American History Online

- *Explore more than 500 years of the African-American experience, African-American History Online offers many exciting features, including more than 85 historical videos that bring history to life. This comprehensive database include subject entries, primary sources, images and videos, general and topic-specific timelines, biographies, maps and charts, and more. Users can search for entries by keyword or phrase or browse by topic and by time period—from eight historical periods relevant specifically to African-American history.*

January Database: Oxford Biblical Studies Online

- *The most respected and authoritative biblical reference titles along with six essential Oxford editions of the Bible, primary texts, maps, illustrations, concordances, and commentaries. Get access the finest scholarship in biblical studies. Search and browse 5,000 A-Z articles, from Abel to Zion; compare commentaries and texts of multiple Bible versions; quick verse look up and linking.*

Emily Williams selected for Arts Council Leadership program

I am pleased to announce that Emily Williams, our Young Adult coordinator, was selected for the Leadership Arts 2011 class. This group is comprised of 32 people from throughout the state of Oklahoma who will participate in sessions to equip them in becoming community arts leaders and advocates. The program consists of 4 two day sessions in the spring and attending the Oklahoma Arts Conference in the fall and will include panel presentations, group activities and discussions, and tours of community arts spaces.

Congratulations to Emily!

Maintenance Building to be used for storage

Library administration had recommended that once the new service center was completed, the library system would sell the old maintenance building located at 4th and Kate and use the proceeds from that sale to help with construction costs of the new building. Since the construction cost was below budget and we have a pressing need for additional storage, we have determined that the best use of that building is to keep it and use it as a system wide storage facility. Currently we are using a combination of 3 sites: the bookmobile dock/garage at Southern Oaks, the old maintenance building and the new service center. With the closing of Southern Oaks for renovation and the plans to convert that dock area into usable public space; we will lose that storage capacity. In addition, keeping the maintenance building will allow us to

store all unused furniture and equipment at one location and then hold our biannual surplus sale from that one location rather than having to move items from 3 separate facilities. We will continue to maintain insurance coverage and pay utility costs; both of which are relatively minor in nature.

Kudos to Patrick Williams and maintenance department and library staff system wide

The library system had to close for 2 days during the inclement weather event of February 1 and 2 and closed early and opened late February 3rd and an hour late on Friday the 4th. The health and safety of our customers and staff dictate most closing related decisions; however, clearing of parking lots and sidewalks is also a major concern and consideration. With the help of our new bobcat, we were able to get most lots cleared by Friday afternoon, however, it is a time consuming process with that much snow. On Thursday morning, staff throughout the system maneuvered around drifts and icy conditions to open the libraries by Noon. I appreciate very much the staff that were able to get to the library and open for customers.

And a **big thank you** to Patrick Williams and Lanny Meyers who started work at 4am on Thursday, February 3rd and the rest of the maintenance crew who came in at 5am to begin the sidewalk clearing and snow removal. They worked late into the evening that night plowing parking lots and began again on Friday morning. This week they are inspecting roofs where snow collected and caused some leaking. We could not open at all without their hard work.

Update on "Snow storm #2"- We closed again on Wednesday February 9th for inclement weather. This time we were luckier as we did not have as much snow; and Patrick and crew were able to begin work on the parking lots on Wednesday afternoon. After an hour delay we opened for business on Thursday, February 10th at 10:00am. Again thanks to Patrick and his staff for an excellent job. Long hours in very cold conditions.

David Greenwell running for OKC Council

David Greenwell, long time commission member and current Disbursing agent for the MLC has announced his candidacy for the Ward 5 seat on the OKC council. The election will be held on March 1st, 2011.

DIRECTOR OUTREACH ACTIVITIES

- ☐ Attended Rotary 29 Club Meetings
- ☐ OLA Legislative Committee Meeting
- ☐ Meet with Endowment Trust Officers
- ☐ OKC Chamber Legislative Breakfast

FUTURE LIBRARY EVENTS OF SPECIAL NOTE

Winter Readfest 2011

Feb. 1-28

All Metropolitan Library System Libraries

55 plus

Join Winter ReadFest and read for pleasure and profit! Read two books, fill out a slip, drop it in the box and wait for your name to be drawn. One entry for every two books you read. Prizes include gift cards, tickets to the Baron's Hockey games, Lyric season tickets, Oklahoma City Museum of Art and Oklahoma History Center family memberships and more. Program begins Feb. 1st. and ends February 28th. Drawings will be held on March 1st. Call 606-3835 for information. Cosponsor: Friends of the Library and Library Endowment Trust." Cosponsor: Friends of the Library and Library Endowment Trust.

Rhythmically Speaking presents Absolutely Soulfully Oklahoma: "Bedpans, Blackball and Bank Robbery"

Performances at 12 Libraries During February

For All ages

Right here in Oklahoma we have soulful stories to tell of strong black towns and communities with life changing history. Powerful stories of Okmulgee's colored hospital; "Bullet" Joe Rogan's no wind-up baseball pitches and the foiled bank robbery of Pretty Boy Floyd's boys. History from Oklahoma's Black Town's and Communities...Absolutely Soulfully Oklahoma! Join Rhythmically Speaking to celebrate Black History month. All performances are free and are for all ages. Seating is limited so plan to arrive early. Cosponsor: Oklahoma Arts Council, Arts Council of Oklahoma City, Friends of the Metropolitan Library System, National Endowment for the Arts.

Gentle Art of Yoga--Beginner's Class

Wednesdays in February, 2011

Time: 6:00pm-7:00pm

Location: Choctaw

Adults

The Far East has long known the health benefits of Yoga and the gentle art has now found its way to the Western World. The health benefits of yoga include stress reduction, the concentration required during yoga practice tends to focus your attention on the matter at hand, and thereby reducing the emphasis you may have been putting on the stress in your life.

These classes are free and open to the public. Classes are limited to 25. Please pre-register at 390-8418, ext.3.

Cold Season Veggies with Ray Ridlen

Thursday, February 3, 2011

Time: 1:30pm-3:00pm

Location: Midwest City

All Ages

It is that time of the year to consider planting cold season vegetables. If you want your garden to include: potatoes, onions and other cold season crops please attend our Cold Season Seminar taught by Ray Ridlen from the OSU/OKC. This class is free and available to all; no registration required. For further information please call 732-4828. Cosponsor: OSU/OKC.

The Romance of Chopin with McEvilly

Sunday, February 13, 2011

Time: 2:00pm-3:00pm

Location: Downtown

All Ages

This Second Sunday Concert brings Wayne McEvilly to our stage in the 46th Star Auditorium with a 60 minute program of music and conversation about Chopin's love for the piano. Music includes "Ballade", "Waltzes", "Revolutionary Etude" and beautiful "Nocturnes". Bring your special Valentine (of any age) to enjoy this beautiful concert.

Reduxion Theatre presents "A Midsummer Night's Dream on Tour"

Saturday, February 26, 2011

Time: 2:00pm-4:00pm

Location: Edmond

Ages 6 to Adult

Midsummer Night's Dream is lively and colorful. Reduxion Theatre's fresh take on this classic comedy featuring diaphanous costumes, transformative set design and an original score designed to explore the music, dance and fantasy of Shakespeare's most beloved romantic comedy set in the world of classical

Greece. Fairies and lovers, nobles and working class, none are exempt from the folly of love. Co-Sponsor: Reduxion Theatre, Oklahoma Arts Council, National Endowment for the Arts.

METROPOLITAN LIBRARY COMMISSION

APPOINTMENTS TO STANDING COMMITTEES February 2011 ~ February 2012

<u>STANDING COMMITTEE</u>	<u>TYPICAL AREAS OF RESPONSIBILITY</u>
<u>Administrative & Personnel Committee</u> Hugh Rice, Chair Bose` Akadiri Ralph Bullard Cynthia Friedemann Helene Harpman Mukesh Patel	<input type="checkbox"/> Personnel Classification/Compensation Schedules <input type="checkbox"/> Personnel policies and benefits <input type="checkbox"/> Insurance coverage: property, group medical, liability, vehicles <input type="checkbox"/> Conducts Executive Director Evaluation
<u>Finance Committee</u> David Greenwell, Chair (by virtue of office) Nancy Anthony Jim Shonts Judy Smith Greg Womack	<input type="checkbox"/> Review and propose Annual Estimate of Needs (preliminary budget) and Final Budget to Commission <input type="checkbox"/> Review and propose any budget amendments to the Commission
<u>Long-Range Planning Committee</u> Penny McCaleb, Chair Glenda Choate Deanna Hannah Tracy McDaniel Tracy McGehee Alyne Strube Beth Toland	<input type="checkbox"/> Review and propose plans for library services and facilities that go beyond the current fiscal year <input type="checkbox"/> Planning may include: needs assessments, recommendations for new or expanded library buildings, related data to improve services
<u>Public Services Committee</u> Jose Jimenez, Chair Carolyn Leslie Lori Nelson Brenda Palmer Kim Patterson Vanna Shaw	<input type="checkbox"/> Policies for joint services and programs with other community organizations <input type="checkbox"/> Policies for loan of books and other Materials <input type="checkbox"/> Policies and fees for services, use of meeting rooms, etc. <input type="checkbox"/> Library programming policies

NOTE: Appointments are made by the Chair of the Metropolitan Library Commission.